

Position: Human Resources Technician II (Confidential)

Summary

Performs a variety of technical work in connection with administration and maintenance of a human resources information system (HRIS) and records management system. Serves as a liaison between human resources, payroll, and information technology. Involved in researching and/or generating documents, reports, or information used in collective bargaining negotiations.

Distinguishing Career Features

The Human Resources Technician II requires the ability to maintain a human resources information and personnel records system.

Essential Duties and Responsibilities

- Processes new full-time and part-time employees. Ensures that new employees complete necessary forms and creates personnel and payroll files. Processes and creates documentation for personnel status transactions.
- Enters and maintains employee information in a relational database of human resources information (HRIS).
- Prepares reports or researches information from records that is used in collective bargaining negotiations.
- Computes and processes salary adjustments for employees based on range, step, longevity, and other changes occurring during the year or related to annual adjustments, reclassification, and out-of-class assignments. Communicates date, salary rate, and related information to employees and/or the Payroll department for processing.
- Monitors performance evaluation cycles to ensure staff receive notice and documents on a timely basis.
- Prepares faculty and management contracts.
- Runs reports and data for human resources functions including but limited to general data reports, out-of-classification reports, leave eligibility, medical eligibility, step increases, and longevity.
- Researches personnel files as needed. Notifies faculty members and payroll of movement on the academic salary schedule. Calculates and forwards the rate information to Payroll.
- Prepares materials for the Board agenda. Verifies information received from others on newly hired employees.
- Provides a variety of human resources-related information to staff, public, and external agencies, about personnel policies, rules, and regulations, and data. May conduct internal or external surveys.

- Interprets classified and faculty collective bargaining agreements as they relate to compensation.
- Prepares a variety of status and management reports on a monthly or annual basis including those requiring time sensitive response.
- Receives, handles, and stores confidential and private information pertaining to the District and its employees, including information related to collective bargaining.
- Administers the full-cycle leave of absence programs for all employees, including communication with employees, managers, and Payroll, software updates, and analyzing eligibility.
- Coordinates interactive process, including recognition of requests, process initiation, gathering data, coordinating discussions, communicating decisions, making purchases, and monitoring effectiveness. Decision-making of the accommodation will be handled by management.
- Overseeing workers' compensation claims from start to finish including employee claim filing and treatment, insurance and CalOSHA reporting, work restrictions, and coordinating with all parties throughout the life of the claim.
- Provides guidance and information to employees and supervisors regarding workers' compensation, leaves, and accommodation processes in accordance with contract provisions and federal and state laws.
- Responding for administering medical, dental, and vision benefits, including but not limited to new employee enrollment, open enrollment, retiree benefits, and eligibility analysis.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires an associate's degree with courses in Human Resources Management, Psychology, Business, or related area and 3 years of experience in a Human Resources or employment office. Additional relevant experience may substitute for some post-secondary education.

Knowledge and Skills

The position requires professional knowledge of:

- Generally accepted personnel management practices, fair employment practices and laws.
- Practices and techniques of the human resources functions.
- Salary and benefit programs and labor contracts.
- Relational databases for storing and retrieving human resources information.

The position requires demonstrated skill in:

- Language and writing to prepare professional correspondence, summaries, and various reports.
- Human relations/interpersonal skills to "sell" the District among current and potential employees; to deal with confidential information, and to facilitate discussions in individual and small group settings.

Abilities

This position requires the ability to:

- Learn, apply, and interpret the policies, procedures, techniques, and rules governing human resources management at the District within a reasonable time.
- Learn and apply California Community College Minimum Qualifications as well as laws and regulations governing equal employment opportunity.
- Prepare professional correspondence for routine internal and external communications.
- Conduct reference checks and pre-screen interviews.
- Requires the ability to review work results for accuracy.
- Meet deadlines and timelines in a high-volume office environment.
- Exercise sensitivity and discretion in handling confidential/private information and materials.
- Maintain productive and cooperative working relationships.

Physical Abilities

This position requires the physical ability to:

- Function indoors in an office environment engaged in work of primarily a sedentary nature with some requirement to move about the campus.
- Must be able to recognize printed material (printed or online) for more than 75% of the expected work time.
- The person in this position frequently communicates with members of the campus community. Must be able to exchange accurate information in these situations.
- Retrieve work materials with or without accommodation.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

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