PALOMAR COMMUNITY COLLEGE DISTRICT

PERSONNEL TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of complex technical duties in the performance of maintenance of personnel records of permanent employees, including creating and maintaining PeopleSoft records, issuing employment contracts, and maintaining personnel files; to analyze and organize information for Governing Board agendas; to respond to questions and give direction to employees regarding all employee contracts, handbooks, and agreements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager, Human Resource Services while assuming independent responsibility and serving as a lead to other Human Resources staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

1. Perform a variety of complex technical duties in the performance of position development and control including input, updating and maintenance of computerized data regarding a position from actual development to assignment of an employee.

2. Develop and maintain systems used for retrieving various reports and information regarding position control.

3. Coordinate with appropriate divisions and departments to confirm positions, percentages, length of contract and salary range; coordinate the role of all permanent positions from one fiscal year to the next for developing budgets, vacation, sick leave accrual and benefits costs.

4. Input and maintain human resources-related data into computer programs; create, input and maintain used to generate reports.

5. Analyze and organize information in preparation for board approvals. Prepare board agenda items regarding changes in employee status.

6. Follow up on required paperwork for new employees and update new employee files; prepare, send and track notices sent to new employees.

7. Coordinate, process and track probationary evaluations for classified employees; coordinate annual evaluations for classified staff and assigned administrators.
8. Prepare, send and track contracts for new employees; prepare annual contracts for administrators and faculty.

9. Confirm salary advancement and eligibility for faculty by analyzing academic records; prepare appropriate salary adjustments for Payroll.

10. Explain various leave policies and options to employees.

11. Compile and generate reports using Human Resources Information System.

12. Perform complex technical duties including research and analysis, and maintain accurate records for reporting and auditing purposes.

13. Oversee Human Resources administrative procedures and documentation processes in accordance with Federal and State regulations, including the Education Code; ensure department compliance with laws and regulations.

14. Interpret and answer questions regarding agreements between the District, classified/faculty unions and administrative employee groups.

15. Provide information to departments, supervisors, managers, employees and the general public regarding District human resources policies.

16. Provide information and assistance to Human Resources department staff on operational and organizational issues.

17. Perform a variety of general clerical duties and operate office equipment including multi-line telephone, typewriter, computer, copier and printer; create and maintain personnel files for permanent administrative, classified faculty and retired employees.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and procedures of human resources administration including records management, benefits, and recruiting processes and position development and control.

College policies and procedures related to personnel.

Principles and procedures of record keeping and database management.

Basic principles of accounting.

Modern office procedures, methods and equipment including computers.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**
Perform a variety of technical duties in the performance of position development and control. Create, maintain and update a variety of personnel-related databases. Create, maintain and update personnel records and files. Prioritize work load and meet deadlines. Operate office equipment including computers and applications for word processing and database management. Prepare clear and concise reports. Maintain confidentiality of employee and office records and demonstrate sensitivity to confidential matters. Type at a speed necessary for successful job performance. Respond to requests and inquiries from employees. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible personnel or human resources experience involving extensive legally-required recordkeeping and operating computerized personnel systems.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college-level course work in human resource management, business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.