

Job Description

Job Title: Human Resource Technician II- Equal Opportunity Grade: I

Department: Human Resources FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position supports the Equal Opportunity Office's mission to affirm the College's commitment to the principles of equal employment and equal educational opportunities.

Characteristic Duties and Responsibilities:

- 1. Answers phone and screens visitors; provides detailed information regarding services and explains procedures; refers telephone calls or in-person inquiries to appropriate person if more information is needed; takes messages; Schedules Title IX meetings.
- 2. Administers and insures adequate delivery of accommodation and interpreter request for employees.
- 3. Performs a variety of administrative tasks including scheduling and maintaining calendar, making travel arrangements, scheduling and coordinating meetings, and processing time sheets/attendance reports and preparing material for the Title IX trainings.
- 4. Responds to complex inquiries and requests; serves as informational resource to students and staff. Follows up with Deputy Coordinators for meetings.
- 5. May coordinate implementation and utilization of the college's mediation program.
- 6. May serve as a liaison for the college with external disability advocacy programs.
- 7. May create and update department's files; may purge inactive files; may maintain databases
- 8. May provide clerical support for committees, special projects, and task forces.
- Helps maintain and prepare documents and reports for the college community and federal equal opportunity agencies. Prepares and process OCR submittal documents.
- 10. May deliver presentations to the college community on issues related to equal opportunity policies and procedures.
- 11. Other duties as assigned.



Job Description

Job Title: Human Resource Technician II- Equal Opportunity Grade:

Department: Human Resources FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received: Reports to Director of Equal Opportunity

Direction Given: No authority or responsibility for the supervision of others

Minimum Requirements:

Requires a high school diploma or GED and 2 years of human resources clerical experience. Proficiency in Microsoft Office, particularly MS Word and the ability to handle confidential information with absolute discretion.

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to handle confidential information with absolute discretion

Knowledge of typical office procedures

Excellent communication/grammar skills (verbal and written)

Pro-active customer service orientation

Excellent computer and data entry skills

Ability to work both independently and as part of a team

Excellent organizational skills; ability to prioritize and handle multiple assignments in a fast-paced environment Excellent at relationship building and maintenance

Working Conditions:

Typical office environment