



Job Title: Human Resource Technician II 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.

General Function:

Performs a variety of standard clerical duties including answering and directing phone calls and visitors, filing, distributing forms, and preparing correspondence in support of the daily operations of the Human Resources Department.

Characteristic Duties and Responsibilities:

- Opens and distribute HR mail appropriately; redirects miss-directed mail to proper individuals or departments.
- 2. Upload and attach documents (emailed or fax) from applicants to on-line application in Peoplefluent (formerly Peopleclick)
- 3. Prepare all files for part-time and full-time employees and assist in the onboarding process for new employees.
- 4. Prepares part-time new hire packets.
- Maintains current knowledge of the application system and assist job applicants with questions or problems concerning system including step by step procedures to submit employment applications. Refer system issues or request for password to system administrator.
- 6. Process "Request for Scholarship" forms for employee's spouse or dependents.
- Under the guidance of the Executive Director Compensation and Benefits, perform various clerical tasks
 as well as schedule training, reserve classrooms, assist with vendors, provide assistance during open
 enrollments, and other administrative functions.
- 8. Reserve conference rooms, open and close front office and coordinate coverage for scheduled time off.
- 9. Performs Admin Assist II duties which include budget, invoicing, p-card, scheduling, and support for AVP of HR when Admin Asst. II is unavailable.
- 10. Answers telephone calls; provides basic information; takes messages; screens requests for supervisor, refers to appropriate individual.
- 11. Assist in maintenance and filing of all personnel documents for full-time and part-time employees; updates files as needed.
- 12. Provides applications, job descriptions and other information to applicants in person and through mail.





Job Title: Human Resource Technician II 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.

- 13. Assists in the part-time new hire onboarding process by verifying documentation.
- 14. Prepares and sends appropriate correspondence for all applicants.
- 15. Assists job applicants with inquiries concerning the on-line employment applications system; refers questions or issues to the appropriate HR Analyst or supervisor.
- 16. Keys data into the system to update or maintain employee records.
- 17. Greets and directs visitors; answers inquiries or provides general information regarding policies and procedures.
- 18. Perform other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Executive Director Compensation and Benefits

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

program administration

Minimum Requirements:

High school diploma or GED and 2 years of clerical experience (preferably in Human Resources); excellent computer and data entry skills;

Preferred Qualifications:

Proficiency in Microsoft Office; experience with HRIS systems





Job Title: Human Resource Technician II 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.

Knowledge, Skills, Abilities and Worker Characteristics:

- Excellent communication skills paired with a friendly, customer service orientation
- The ability to handle confidential information with absolute discretion
- The ability to interact and communicate effectively with personnel at all levels and a diverse population
- Knowledge of computers and word processing software (MS Word and Excel)
- Knowledge of standard office procedures and equipment
- Excellent organizational skills and attention to details
- Typing and data entry skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse