Cabrillo College

PERSONNEL TECHNICIAN

DEFINITION

Under general supervision, provides responsible technical and office support for Personnel and Human Resources activities and functions in a centralized setting; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is an experienced-level class series, competent to perform a variety of specialized and technical personnel support duties in a variety of personnel functions. Successful performance of the work requires basic knowledge of public personnel administration and the ability to apply that knowledge in a variety of circumstances. This class is distinguished from Personnel Analyst in that the latter is a professional-level class with a greater variety of responsibilities in such areas as job analysis, classification, compensation and benefits administration.

EXAMPLES OF DUTIES (Illustrative Only)

- Assists in the planning of and participates in recruitment and selection procedures for both classified and academic positions
- Prepares job announcements and advertising materials and places ads
- Reviews applications and other employment documents to determine appropriate action
- Administers written and performance tests
- Completes personnel, benefits and related forms and documents and ensures their processing
- Prepares necessary paper work for new hires
- Orient new employees and assists them in completing necessary forms
- Explains personnel and benefit policies and programs to employees and the public
- Provides salary, benefit, policy, procedure, memoranda of understanding, and related information to employees and other organizations
- Prepares and processes changes to employees' personnel, insurance and benefit status through the College computer system
- Assists employees with problems related to personnel or benefit issues
- Maintains knowledge of personnel and benefit programs, changes and new laws, and ensures compliance with pertinent regulations
- Compiles applicant flow and workforce statistics
- Gathers compensation and benefit information and prepares reports
- Prepares periodic and special reports regarding personnel, benefit and related activities
- Prepares confidential correspondence and maintains a variety of confidential files and employee records
- Prepares agenda items related to personnel for Governing Board meetings
- Reviews departmental recommendations and computes and recommends hiring salary placement
- Computes appropriate salaries and benefits for classified and academic staff
- Reviews, processes and maintains records for temporary-hourly workers
- Performs a variety of responsible office support work such as composing correspondence, using a typewriter or word processor and maintaining files
- Receives and screens visitors and telephone calls
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Basic public personnel administration practices and terminology
- Basic techniques and practices of recruitment and selection
- Basic functions and structure of a community college or similar educational setting
- Standard office practices and procedures, including filing and the use of office equipment
- Basic computer operations, including common software use
- Business English, including spelling, grammar and punctuation
- Business mathematics

Skill in and ability to:

- Perform complex or difficult support and technical work related to personnel and benefit programs
- Understand, interpret, apply and explain complex policies, procedures, laws and regulations
- Implement recruitment plans and selection procedures
- Research and compile information and preparing reports and recommendations
- Exercise sound judgment within established guidelines
- Make accurate salary and other calculations
- Prepare clear, concise and effective written materials
- Maintain accurate records and files
- Operate a personal computer with sufficient speed and accuracy to enter, edit and retrieve data and to generate reports
- Operate standard office equipment, including a typewriter, or word processor, and 10-key adding machine
- Maintain confidentiality of information
- Establish and maintaining effective working relationships with those contacted in the course of the work

Education and experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of personnel, payroll or benefits support work. Completion of college-level coursework in personnel or benefits administration is desirable.

Revised: July 7, 1997