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 work as 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; orients 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, memorandum of understanding, and related information to employees and other organizations; prepares and processes changes to employees' personnel, insurance and benefit status through 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, maintaining files and receiving and screening visitors and telephone calls. Performs other 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.

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