

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Human Resources Technician CA9365Department: Human ResourcesTime (FTE): 1.0 Term (months/year): 12Work Schedule (Days, Hours): M-F; 8:00pm-5:00pmSalary Schedule (Range): 90Background and Rationale (use back of form if additional space is needed): Position was vacated due to current incumbent promoting.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000- 200000-211000-673000-2100 100 % Amount \$ 106,503
Account Number(s): _____ % Amount \$ _____Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

12/15/2021

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

12/21/21

5. Vice President, Human Resources

Date

12/21/21

3. Chief Compliance/Budget Officer Signature

Date

1/04/22☒ Funding available ☐ Funding not availablePosition Number: CA9365 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

January 11, 2022
Date☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Cristal Granados
Last day of employment: 01/02/2021
Reason for vacancy: promotion
(Attach Existing Job Description)☐ Newly Funded Position Fiscal Year _____
☐ No Existing Job Description
(Attach Draft of New Job Description)
☐ Classified ☐ Confidential
☐ Supervisory ☐ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of employees, employee onboarding, salary administration, leaves of absence, HRIS database management, and employee training; prepares, reviews, enters, and maintains human resources information systems files and records; provides responsible technical and clerical support to professional staff in the Human Resources Division; and performs related work as required. This position requires access to confidential information that is used to contribute significantly to develop management positions in collective bargaining.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is an experienced-level paraprofessional class in the Human Resources Division responsible for performing the full range of technical work in all of the following areas: recruitment, testing, and selection, classification, compensation, HRIS database management, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and College activities, and extensive staff, public, and organizational contact. This class is distinguished from the Human Resources Analyst in that the latter is a professional-level classification that requires a four-year degree.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Participates in the recruitment, testing, and selection of faculty, management, confidential, supervisory, short-term, and classified positions, including preparing advertisements and recruitment job flyers, coordinates recruitment processes, and schedules and coordinates written performance tests and interviews; advertises, posts, and mails job bulletins; screens applications based on minimum requirements; conducts employment examinations; develops screening materials; prepares and sends confirmation materials and notification letters to applicants; and may serve as an EEO representative during screening and selection processes.
2. Schedules and coordinates selection processes; coordinates selection panels and arranges interviews involving employees and other parties.
3. Notifies candidates at all steps of the selection process, as assigned; processes employee pre-placement physical examination paperwork.
4. Coordinates Department of Justice/fingerprint live scan process for required classifications, maintains documentation in HRIS (Banner), and documents clearance in employee personnel files.
5. Maintains the on-line applicant tracking system and provides training and support to all end users; answers questions regarding open positions, application procedures, employment procedures and basic salary administration practices.
6. Responds to requests for employment verification.
7. Assists in coordinating and attending job fairs.

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices of the human resources function in a public agency setting.
2. Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
3. Methods, techniques, and practices of data collection, data entry, and basic report writing.
4. Business letter writing and standard writing practices for correspondence.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Record-keeping principles and procedures.
7. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
8. English usage, grammar, spelling, vocabulary, and punctuation.
9. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, procedures, and practices of human resources administration.
2. Review human resources documents for completeness and accuracy.
3. Administer effective recruitment, testing, and selection practices.
4. Maintain accurate and confidential human resources records.
5. Perform detailed human resources office support work accurately and in a timely manner.
6. Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
7. Respond to and effectively prioritize multiple phone calls and other requests for service.
8. Compose correspondence and reports independently or from brief instructions.
9. Accurately calculate employee compensation.
10. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
11. Establish and maintain a variety of filing, record-keeping, and tracking systems.
12. Understand and follow oral and written instructions.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Operate modern office equipment including computer equipment and specialized software applications programs.
15. Use English effectively to communicate in person, over the telephone, and in writing.
16. Understand scope of authority in making independent decisions.
17. Determine appropriate course of action using judgment according to established policies and procedures.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
20. Utilize employee/payroll information systems (Banner).