Position Number: CLA14-108

POSITION DESCRIPTION
Under the direction and supervision of the Director, Human Resources, the Human Resources Technician III is responsible for a variety of specialized and technical Human Resources functions including but not limited to, providing support to the Senior Human Resources Generalists and the Human Resources department in the recruitment and employment processes. Performs other related duties as assigned.

ESSENTIAL DUTIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Each Technician will have a set of primary duties and also be responsible for the general duties associated with this position.

Primary duties - Advertising and Verifications of Employment Processes:
1. Works with Senior Human Resources Generalists to develop and implement advertising campaigns for all open positions. Includes research of effective advertising venues appropriate for each position, projected cost analysis, and timely placement of ads on college job lines, web sites, online advertising services and in various print publications as directed. Works with the Human Resources Specialist III to track advertising and place ads with third party advertising company. Serves as district resource, liaison and contact person regarding advertising. Applies knowledge of Equal Employment Opportunity regulations to attract diverse pools of qualified applicants.

2. Tracks advertising budget and produces periodic reports of advertising placed, dollars spent, and applications received per venue. Inputs advertising purchase requisition information into paperless purchasing system and monitors timely routing and payment of purchase orders.

3. Provides periodic reports of applicants by source to provide for most effective use of District advertising budgets.

4. Provides quarterly reports of applicant disposition in the hiring process for EEO plan reporting purposes.

5. Works with Senior Human Resources Generalists to conduct verifications of employment for potential candidates for hire as well as public records searches (e.g. internet, social media, teacher credentialing). Refers issues of concern from verifications to Generalists. Tracks verifications to completion.

This position is a high priority for our district for the 2014-15 year, and is contingent upon continued available district and state funding.
Primary duties - Short-term Employee Hiring Processes:

1. Serves as District resource, liaison and contact person regarding the hiring processes and procedures for short-term temporary employees. Provides basic information to extent of authority, training and experience.

2. Assists college departments with temporary employee hiring needs. Monitors compliance with applicable laws and District policies and procedures. Monitors deadlines and advises departments regarding start dates. Provides training and information for college departments regarding correct procedures for employing temporary personnel. Develops and updates written training materials and guides as needed.

3. Oversees the timely completion of all employment related paperwork for District temporary employees. Reviews and processes new hire authorizations and prepares Board Agenda entries. Reviews job assignments for accuracy and proper salary schedule placement and refers questionable assignments and salary placement to the Director. Monitors I-9 documentation and renewal requirements for temporary employees. Processes employment verification of temporary employees as requested. Maintains a pool of qualified short-term employees to fill short-term assignments as they become available.

4. Facilitates the "exit process" and processes termination paperwork as it pertains to temporary employees. Reviews unemployment claims of temporary workers. Researches termination related issues and refers findings to manager.

5. Updates Annual Labor Law Posters after review and approval of Director.

GENERAL DUTIES:

1. Provides clerical and technical support to Senior Human Resources Generalists and other department staff members as directed. May include, but is not limited to, scheduling applicant interviews, scheduling interview and meeting space, preparing interview materials and committee folders, sending out mailings, making photocopies, filing, receiving and processing new hire paperwork, creating personnel files, processing incoming and outgoing mail, preparing personnel action forms, preparing applicant letters, closing recruitment files, and making phone calls to applicants and new employees.

2. Reviews application materials to determine minimum qualifications and updates statuses in the iGreentree applicant tracking system. Refers complex or equivalent qualification issues to the Senior Human Resources Generalists.

3. Provides information and materials in response to inquiries from job applicants, district staff and office visitors to extent of knowledge, training and authority.

4. Provides updates to the front desk and the switchboard with a weekly overview of scheduled interviews for that week. Provides daily schedule and updates as needed.

5. Responsible for correct and timely assembly of new hire packages for administrators, full-time faculty, part-time faculty, classified staff and short-term employees and ensures that an adequate supply is maintained. Makes copies or prepares work orders for materials at Reprographics as needed.

6. Assists Senior Human Resources Generalists with onboarding of new hires (e.g. completion of new hire paperwork and notifications to various departments) as needed.

7. Inputs and updates information into Human Resources Information System (Datatel), department databases, and applicant tracking system (iGreentree). Generates periodic reports.

8. Oversees department file room and storage facilities ensuring that documents are filed and stored according to department guidelines.

9. Prepares, types, and distributes various forms, memos, and correspondences and reports related to the Human Resources functions of the District.

10. Assists Senior Human Resources Generalists with gathering and updating employee data, biography, and award information for various reports.

11. Responsible for researching and maintaining currency of knowledge of Education Code, Title 5 and other applicable laws and regulations and District policies and procedures governing all areas of assignment. Maintains currency of knowledge of bargaining unit agreements to degree necessary to support Generalists.

12. Serves as back-up to other Human Resources Technician III in regards to their primary duties.

13. Serves as back-up for the Human Resources Specialist III assigned to the front desk. Includes iGreentree applicant processing, greeting, assisting and directing job applicants, district staff and the public both in person and on the telephone, maintaining a friendly and supportive atmosphere for students, faculty, staff and all office visitors and assists with posting announcements on campus and mail pick-up.

14. May direct, train and review work of temporary Human Resources staff.

15. Attends special events and job fairs as requested.

16. Assists with the functions of the Human Resources Office and special projects as directed.

17. Performs other related duties as assigned.

DEMONSTRATED ABILITIES:

Position requires ability to:

- Perform a variety of clerical duties, in a fast-paced environment, often changing from one task to another and of a different nature without loss of efficiency or composure. Coordinate and organize multiple tasks with frequent interruptions.
- Utilize EEO principles in carrying out the work of the department.
- Perform repetitive work for long periods with accuracy and efficiency.
- Organize and prioritize work in anticipation of needs and goals with efficiency, speed and accuracy.
• Function effectively in stressful situations and under deadlines.
• Accept supervisory authority and understand and implement verbal and written instructions.
• Work effectively in a team environment.
• Develop and maintain cooperative and effective working relations with students, staff and the community using tact, patience and humor.
• Type with speed and accuracy using word processing, spreadsheet, database and other business-related software.
• Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
• Learn and work with advanced features of iGreentree applicant tracking system.
• Read, understand and correctly apply policies, rules and regulations including provisions of the collective bargaining agreements, Title 5, California Labor Code, and the California Education Code.
• Maintain detailed and accurate records and databases for reports and for auditing purposes.
• Produce accurate and timely reports.
• Communicate effectively and accurately in oral and written form.
• Provide appropriate information to the staff and the public in a friendly, professional manner.
• Maintain confidentiality of office and employee records and demonstrate tact and poise in working with the staff and the public on matters of a confidential and sensitive nature.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

MINIMUM REQUIREMENTS
Experience: Equivalent to two (2) full-time years of increasingly responsible experience in a Human Resources office which includes general Human Resources duties, assisting the public, and performing complex Human Resources related clerical functions.

Education: Education equivalent to an Associate’s degree (60 semester units) is required. Two (2) years of direct experience in addition to that identified above may be substituted for each one year (30 semester units) of college coursework.

Additional requirement: Working knowledge of MS Office Suite software (Word, Outlook, and Excel), office organization and other related skill areas.

DESIURABLE QUALIFICATIONS
• Associates degree or higher in Human Resources or a related area or any Associates degree or higher with current Human Resources certification.
• Prior Human Resources experience in an education or public setting.
• Prior experience in equal employment recruiting and staffing.
• Prior experience developing and placing recruitment advertising in greater Los Angeles area.
• Prior experience working in a high volume Human Resources office.
• Prior experience working with Datatel or other information management system.
• Prior experience working with iGreentree or other applicant tracking system.

SALARY PLACEMENT
Salary placement will be on Range 26 of Classified Represented Salary Schedule B ($3,716 - $5,811 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,716/$3,936/$4,166) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at step 8 before moving to step 9; three years at step 9 before moving to step 10; and four years at step 10 before moving to step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal work week for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; reaching, bending, and stooping, kneeling and crawling; handling and working with various materials and objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor. May be exposed to occasional contact with dissatisfied or verbally abusive individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.
CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District. College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 million since 2001. The college also secures substantial funds from the state and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

The college boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  1. Do you possess education equivalent to an Associate’s degree (60 semester units) from an accredited institution? (yes/no) Please provide legible copies of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  2. Please describe your previous experience working in a Human Resources Office. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities and how those responsibilities have increased with each position. Please provide your total years of full-time equivalent experience in this field.
  3. Cite specific examples, describing your experience utilizing MS Office Suite (including Word, Outlook and Excel) and any other computer software programs. Include your level of proficiency for each.
  4. Describe your experience with equal employment recruiting and staffing.
  5. Describe your experience with developing and placing recruitment advertising for positions.
  6. Describe your experience working with an applicant tracking system. Include the system name(s), your level of proficiency and the types of reports you generated.
  7. Describe your experience working with an administrative database (such as Banner, Datatel, or PeopleSoft) or a proprietary system.

- **Letters of Reference** are optional.
- **Confidential Recruitment Source Sheet** (optional).

Please note:
- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. However, if you would like to receive an application packet, contact: Human Resources Office (661) 362-3427 • TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews the week of February 16, 2015 and conduct final interviews the week of February 23, 2015. This is an estimated timeline, and is subject to change.

The College will be closed during the Winter Break from December 24, 2014 through January 1, 2015, and will re-open on January 2, 2015.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

**COLLEGE OF THE CANYONS**
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu