

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Human Resources Technician	<i>BOT Date:</i>	10/1/96
<i>Level:</i>	J	<i>FLSA Status:</i>	Non-exempt
		<i>Class Code:</i>	N1005
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Provides technical assistance in all phases of human resources administration to enable effective delivery of human resource services.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Provides technical assistance in all phases of human resources administration in compliance with established policies and procedures to include wage and salary compliance, processing of supplemental activity contracts, faculty overload payments, etc.	20%
2.*	Assists in benefits processing to include retrieving and reviewing accuracy of information for benefits updating; may assist with new employee orientations.	15%
3.*	Creates and maintains personnel files and processes confidential personnel data.	15%
4.*	Creates and updates records in HRIS.	15%
5.	Conducts technical research and prepares reports as requested.	5%
6.	Communicates with College staff for problem identification and resolution.	10%
7.	Reviews, researches and/or completes verbal and written verifications of employment and earnings.	10%
8.	Answers telephones, taking messages or directing calls as appropriate; assists with greeting visitors.	5%
9.	May assist in a specialized Human Resources area like benefits administration, performing duties like technical assistance of the function, maintaining COBRA/retirees accounts, serving as liaison between employees and benefits providers, or coordinating open enrollment.	5%
10.	Performs other similar and related duties as requested.	

* Indicates an "essential" job function.

Position Title: Human Resources Tech	Class Code: N1005	Position Level: J
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Associate's Degree or Two Year College equivalent required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are normally limited to my position.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	