About the position:
This part-time (90%) assignment will provide responsible technical and office support for Personnel and Human Resources activities and functions in a centralized Human Resources department. A Confidential Personnel Technician eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

*This position is “confidential” designated having access to, or possession of, information in the regular course of duties to the employer’s employee-employer relations.

Examples of Duties: Under general supervision of the Assistant Director of Human Resources:
- Assists in the planning of and participates in recruitment and selection procedures for college employees
- Reviews applications and other employment documents to determine appropriate action
- Administers written performance exercises
- Completes personnel, benefits and related forms and documents and ensures timely processing
- Prepares necessary documents for new hires and District employees
- Orient new employees and assists them in completing necessary forms
- Explains employment related procedures, 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 employee personnel and benefit status via an integrated software system
- Assists employees with resolving problems related to employment or benefit issues
- Maintains knowledge of personnel and benefit programs, changes and new laws, and ensures compliance with pertinent regulations and collective bargaining agreement provisions
- Compiles applicant flow and workforce statistics
- Gathers compensation and benefit information and prepares reports
- Prepares periodic and special reports regarding personnel, benefits and employment activities
- Prepares confidential correspondence; organizes and maintains a variety of confidential files and employee records
- Prepares agenda items related to personnel for Governing Board meetings
- Computes appropriate salaries and benefits for classified and academic staff
- Reviews, processes and maintains records for short-term, substitute and temporary-hourly workers
- Performs a variety of responsible office support work such as composing correspondence, using a typewriter or word processor and maintaining District files and records
- Receives and screens visitors and telephone calls
- Performs related duties as required or assigned

Minimum Qualifications: Equivalent to graduation from high school and three years of personnel, payroll or benefits support work.

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 such as 10-key adding machine, FAX machine, and copier
- Basic computer operations, including common software use (e.g. word processing, spreadsheets, and database)
- Business English, including spelling, grammar and punctuation
- Business mathematics
Skill in and ability to:

- Perform complex support and technical work related to District personnel and benefit programs (e.g. organizing work, setting priorities, and meeting critical deadlines)
- 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 District records and files
- Operate a personal computer with sufficient speed and accuracy to enter, edit and retrieve data and to generate reports using a variety of software such as word processing, spreadsheets, and database (e.g. Microsoft Word, Excel, Access)
- Operate standard office equipment, including a word processor, 10-key adding machine, FAX machine, and copier
- Maintain confidentiality of information
- Establish and maintaining effective working relationships with those contacted in the course of the work (e.g. communicating effectively using tact, patience, and courtesy)

Desirable:

- Completion of college-level coursework in human resources or benefits administration
- Experience in a public agency or educational setting
- Experience with integrated Human Resources software
- Ability to learn and effectively implement an online applicant tracking system and other online Human Resources software (e.g. position control, on-boarding, etc.)

Salary: *$3,411 to $3,794 per month to start; seven step schedule to $4,612 per month. Part-time 90% assignment (36 hours per week), 12 months per year. Monday through Thursday, 8:00 a.m. – 5:00 p.m., Fridays, 8:00 a.m. to 12:00 p.m. Confidential-designated employees are required to join the California Public Employees’ Retirement System (CalPERS) and as such must contribute up to 7% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible pending funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire confidential employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply: Application forms may be obtained via the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html) OR at the office location noted below.

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College classified employment application
b) Resume – job related
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application
e) A brief (not to exceed one page) clearly identified and separately attached statement, describing your experience in the following areas:
    a. Interpreting, applying and explaining complex policies, procedures, laws and regulations
    b. Making accurate salary and other calculations
    c. Maintaining accurate records and files
    d. Fostering and maintaining effective working relationships as a member of a collaborative work team
APPLICANTS ARE ENCOURAGED TO SUBMIT:

- Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework in personnel or benefit administration.

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline: All application materials MUST be received in the Human Resources Department by: Wednesday, February 19, 2014. (Postmarks or e-mail transmittals are not accepted.)**

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.