

Senior Human Resources Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242761>

Downloaded On: Aug. 10, 2024 11:27am

Posted Aug. 6, 2024, set to expire Aug. 12, 2024

Job Title Senior Human Resources Technician
Department People, Culture, & Tech Services
Institution San Diego Community College District
San Diego, California

Date Posted Aug. 6, 2024

Application Deadline 08/19/2024

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/5496147>

Apply By Email

Job Description

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Senior Human Resources Technician

San Diego Community College District

Closing Date: 8/19/2024

Position Number: 011695

Location: District

Position Type:

Senior Human Resources Technician San Diego Community College District

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The Position:

Posting Details (Default Section)

Closing Date: 08/19/2024 Open Until Filled No Classification Title Senior Human Resources Technician Working Title Senior Human Resources Technician - Compensation Recruitment Limits Location District Pay Information Range 26 (\$5,431.858- \$7,489.87) per month based on the 2024 Classified salary schedule. New employees will begin on Step D (\$5,431.85). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefit Position Equivalent FTE: 1.0 No. Months: 12 Position Number: 011695 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 26 Department People, Culture, & Tech Services The Position Applications are currently being accepted for a *Senior Human Resources Technician* in Compensation for the Employee Services Department within the People, Culture, and Technology Services Division.

We are centrally located at the District Administrative Offices in Mission Valley. Hours are Monday through Friday, 8 am to 5 pm with remote work flexibilities after an initial training period of six months.

Please note:

- Selected candidate must be willing to adjust work days/hours based on the department's needs.
- Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications

- Strong quantitative and analytical skills
- Extensive knowledge of MS Office, especially Excel
- Effective communication skills with the ability to explain complex information
- Creative problem solver unafraid to present options to management

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Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services (**NACES**) or Academic Credentials Evaluation Institute, INC. (**ACEI**). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. **Special Instructions to Applicants:** To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application
2. Cover Letter;
3. Resume;
4. Computer Table ([Table Template](#)) of computer programs, and integrated system databases, if any; AND,
5. Three professional references listed in the body of the application.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Job Posting: August 5 - August 19

Screening: August 20 - 23

Tentative Dates:

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First Level Interviews via Zoom: Thursday, September 5

Second Level Interviews in Person: Tuesday, September 10 Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Including Foreign Degree Evaluation, if applicable.
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefits package for its full-time classified employees.

The District offers:

- 5 different healthcare plans, four of which are fully District paid (including dependent coverage)
- Fully paid dental insurance
- Fully paid vision
- 12 paid sick leave days
- 12 paid vacation days to start
- \$50,000 in life insurance
- Tuition reimbursement through AFT
- Interest free computer loans
- Educational incentive with salary step increases
- Professional development opportunities

Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment, which means a 27.05% employer contribution to your pension plan.

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Posting Number CL01689

Major Responsibilities:

Qualifications:

Desired Qualifications:

- Strong quantitative and analytical skills
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Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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San Diego Community College District



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