

Human Resources Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254478>

Downloaded On: Apr. 3, 2025 2:21 am

Posted Mar. 17, 2025, set to expire Jul. 1, 2025

Job Title	Human Resources Technician
Department	Human Resources
Institution	San Diego Community College District San Diego, California
Date Posted	Mar. 17, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
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Job Description	

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Human Resources Technician

San Diego Community College District

Closing Date:

Position Number: 00120241

Location: District

Position Type:

Human Resources Technician
San Diego Community College District

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Classified

The Position:

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Human Resources Technician

Working Title: Human Resources Technician - Compensation Office

Location: District

Pay Information

Range 23 (\$4,268.82 - \$6,814.00) per month based on the current [Classified salary schedule](#). New employees will begin on Step F (\$5,448.21). 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, salary schedules and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 months

Position Number: 00120241

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT- Classified Professionals

Range: 23

Department: People, Culture, & Tech Services

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The Position

Applications are currently being accepted for a Human Resources Technician (Compensation) in the People, Culture, and Technology Services Division located at the District Office in Mission Valley. Hours are Monday through Friday, 8am to 5pm. 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

Analytical skills: Strong ability to analyze data, identify discrepancies, and draw meaningful conclusions from complex information. Ability to interpret HR policies and procedures, collective bargaining agreements, and employee handbooks.

Research & Auditing skills: Expertise in conducting research and internal audits of compensation and payroll data.

Time Management skills: Able to work in a fast paced environment, having a proven ability to management multiple tasks and important deadlines.

Communication skills: Effectively communicate complex compensation concepts to both HR professionals and employees, with exceptional customer service skills. Ability to summarize complex information concisely both verbally and in writing to ensure mutual understanding.

Technical skills: Human Resources experience, preferably in compensation, payroll, or benefits. Proficiency in Excel and HR information systems, including vLookUps. Excel testing will be conducted.

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

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and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures

Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Computer table;
3. Resume; AND,
4. Two (2) to three (3) references included within the online application.

Tentative Timeline (Subject to Amendments)

Position is open until filled

First "soft" closing: **March 31, 2025**

Screening: April 7 - 16, 2025

Tallying: April 17, 2025

Interviews via Zoom: April 28, 2025

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);

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- 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.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01760

Major Responsibilities:

Qualifications:

Desired Qualifications:

Analytical skills: Strong ability to analyze data, identify discrepancies, and draw meaningful conclusions from complex information. Ability to interpret HR policies and procedures, collective bargaining agreements, and employee handbooks.

Research & Auditing skills: Expertise in conducting research and internal audits of compensation and payroll data.

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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



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

Contact

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