



American Samoa Community College
Human Resources Office
EMPLOYMENT OPPORTUNITY

Position Title: **HR Technician I**
Employment Status: Full-Time/12-Month (Career Service)

General Description:

The Human Resources Technician I reports directly to the Human Resources Manager. He/she will assist in the daily operations of the ASCC Human Resources Office, which include frequent interaction with the ASCC faculty, staff, and the general public in the provision of services pertaining to benefits administration, the hiring and recruitment process, performance evaluation management and compiling data for reporting purposes as required.

Job Duties and Responsibilities:

Administrative

- Responsible for the coordination and arrangement of HR office training and meetings
- Responsible for ASCC Human Resources Archives
- Responsible for the maintenance of all employees files to ensure current documentation and required information is filed and noted accordingly
- Receive, log and route correspondences to and from the Human Resources Office, with weekly follow up
- Assist Human Resources Manager in the maintenance of register pertaining to employment types
- Assist in addressing daily personnel requests from faculty and staff
- Assist in organizing activities and functions for ASCC as assigned by HR Officer

Technical

- Process personnel action requests for the recruitment and hiring process, benefits administration, employee professional development and employee relations
- Maintain register on eligible applicants, promotional register, open competitive register and certification of eligibility
- Process payroll by gathering and collecting timesheets for the compilation of payroll spreadsheet process on due date and time
- Enter leave benefits on personnel tracking system and enter accordingly on Datatel system
- Reconcile payroll register with payroll specialist and ensure compliance with applicable statutes and regulations
- Keep up to date directory for all ASCC employees including active and inactive employees for up to five years
- Collect and keep training and professional development records of all employees
- Maintain official register for employee entitlements as per governance policies
- Track and distribute monthly leave reports and statements to all divisions, departments and employees

- Conduct annual compliance check of all official files as per performance management requirements

Reporting

- Compile monthly, quarterly and annual reports on employee leave balance
- Account for all HR planned purchases through internal purchase orders, purchase requests; track the budget for daily submission to the HR Officer for review
- Compile personnel data for local, federal and institutional reporting purposes
- Perform other duties as assigned by the HR Officer or Manager.

Minimum Qualifications:

- Some College or Associate's Degree
- 1 – 2 years of direct related human resources support service or
- In lieu of educational credential, some college credits with 3 – 5 years of direct related experience in human resource management
- Ability to communicate effectively and maintain confidentiality of sensitive information at all times
- Adherence to rules and regulations and conduct daily duties in a professional appearance and manner
- Computer literacy and the ability to work as a team member

Salary: GS 12/05-19: \$16,373.00 - \$25,473.00 per annum

Application Deadline: June 4th, 2021 no later than 4:00pm.

Applications are available from American Samoa Community College, Human Resources Office 699-9155 Ext. 460/466/460/456/474, <http://www.amsamoa.edu/employmentopportunities.html> or by emailing ascchumanresources@amsamoa.edu.

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