



American Samoa Community College
Human Resources Office
EMPLOYMENT OPPORTUNITY

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

General Description:

The HR Technician II reports directly to the Human Resources Manager. He/she will assist in the daily operations of the ASCC Human Resources Office by carrying out a variety of complex technical activities in one or more of the functional areas of Human Resources Management. Work at this level involves processing human resources transactions primarily in the areas of pay, benefits, and applicant services, but may also include other areas of human resources such as Equal Employment Opportunity and Affirmative Actions. The HR Technician II assures that all transactions are processed according to ASCC policies, procedures and divisional objectives. Responsibilities also include explaining benefit programs to employees, which includes eligibility, options and requirements for benefits, FMLA, performance evaluation benefits, etc. The HR Technician II is responsible for all aspects of Applicant Services; this includes processing human resources transactions primarily for the filling of new or vacant positions; establishment of registers; compiling statistical reports from existing data collected from HR functions and services; and responding to questions from applicants, ASCC employees and supervisors.

Job Duties and Responsibilities:

Administrative

- Maintain official personnel records
- Manage filing and information retrieval systems in any media used by HR
- Advise employees accordingly on ASCC policies and procedures that govern personnel
- Ensure that job descriptions, records of current personnel, and applicants are accurate. Establish registers for current active and inactive employee status as per policy requirement
- Assist HR Officer with matters pertaining to Equal Employment Opportunity and Affirmative Action issues at ASCC
- Assist HR Officer and Manager with the development of HR Standard Operating Procedures

Technical

- Initiate the review and development of current and new HR policies and standard operating procedures
- Ensure adequate protection of records that are vital, archival or confidential as per accepted college policies and records management practices
- Collect, compile and process payroll on a bi-weekly basis
- Assist in entering data on employee payroll and personnel records, including leave accounts, in the Datatel System

- Coordinate and conduct in-house training for employees regarding laws and policies that govern employees
- Conduct background checks, process recruitment and hiring for vacant positions, and orient new hires to the policies and procedures of ASCC
- Prepare service records for current employee requests
- Initiate position reviews for reclassification and renewals
- Collect personnel data, compile personnel data into common data sets for reporting purposes, and analyze data for recommendations to HR Officer before divisional dissemination

Reporting

- Compile and distribute leave reports on monthly, quarterly, and annual basis
- Provide weekly, monthly, and quarterly reports on daily work processes
- Keep daily log of incoming employment applications, visitors, personnel actions, etc
- Perform other services as requested by HR Officer or Manager

Minimum Qualifications:

- Bachelor's Degree
- 1 – 2 years of directly related human resources support service or
- In lieu of educational credentials, some college credits with 3 – 5 years of directly 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 performance of daily duties in a professional appearance and manner
- Computer literacy and the ability to work as a team member

Salary: GS 13/13-26: \$25,360.00 - \$35,500.00 per annum

Application Deadline: Open Until Filled

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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