



**American Samoa Community College**  
**Human Resources Division**  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** Human Resources Technician II  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

The Human Resources Technician II reports directly to the Human Resources Manager. He/she will assist in the daily operations of the ASCC Human Resources Office by performing a variety of complex technical activities in one or more areas of Human Resources Management. Duties include the processing of human resource 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 Human Resources Technician II assures that all transactions are processed within the policies, procedures and divisional objectives. Responsibilities also include explaining benefit programs to employees regarding eligibility, options and requirements for benefits, FMLA, performance evaluations, benefits etc. The successful candidate will be responsible for all aspects of Applicant Services, including processing human resource transactions, 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.

**Responsibilities and Duties:**

***Administrative***

- Maintain official personnel records
- Manage filing and information retrieval systems in any media used by HR
- Advise employees accordingly with inquiries pertaining to ASCC policies and procedures governing personnel
- Ensure that job descriptions and records of current personnel and applicants are accurate, and establish registers for current status of active and inactive employees 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 of 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 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, into the Datatel System

- Coordinate and conduct in-house training for employees as per passing laws and policies that govern employees
- Perform functions such as conducting background checks, processing the recruitment and hiring to fill vacant positions, and orienting new hires to policies and procedures of ASCC
- Prepare service records for current employee requests
- Initiate position reviews for reclassification and renewals
- Collect personnel data, compile it into common data sets for reporting purposes, and analyze it to make recommendations to HR Officer before divisional dissemination

***Reporting***

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

**Minimum Qualifications:**

Bachelor's degree in related field with

- 1 – 2 years of directly related human resources support service OR

In lieu of Bachelor's degree must have an Associate Degree 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
- Ability to adhere 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 Range:** GS 13/13-19: \$25,360.00 - \$30,040.00 per annum

**Application Deadline:** September 12<sup>th</sup>, 2022 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

“An Equal Opportunity/Affirmative Action Employer – And A Drug-Free Workplace”