

## HUMAN RESOURCES TECHNICIAN

### OVERALL JOB PURPOSE STATEMENT

The job of Human Resources Technician performs a wide variety of complex clerical functions related to the employment of certificated or classified employee programs; maintains a variety of employee-related forms, records, reports and databases; provides assistance to prospective and current employees.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Human Resources series performs specialized clerical and technical work in support of the District's employment and human resources programs.

### ESSENTIAL FUNCTIONS

- Perform a variety of technical duties and provide assistance to prospective and current personnel; Assist in resolving non-disciplinary employee issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed. Refer to applicable laws, rules, policy and codes to answer applicant and employee questions.
- Participate in recruitment, screening, testing, test materials production, interviewing, selection and employment of personnel; communicate with job applicants and provide information related to employment and the examination and hiring process; communicate test dates, test results, oral interviews, rejections or make offers of employment.
- Prepare and explain the pre-employment background check and physical test process to new hires. Process new hires, including full-time, temporary, short-term, non-bargaining unit, substitutes, coaches, etc.; monitor certifications (CPR/First Aid) and trainings as required. Assist hiring supervisor with coordination of work site orientation as needed.
- Maintain the employee photo database, document and retrieve photos from the database, take photos, and create name badges.
- Locate substitute staff as assigned by the position; operate an automated sub-finder system; identify location and hours required and inform substitutes; process related paperwork and maintain related records. Monitor substitute activity to determine reasonable assurance of continued employment.
- Monitor HR staff schedules and enter their absences and overtime.
- Process payment and time activity for employees and coaches in compliance with the approved salary schedules.
- Maintain position control records as assigned; process requisitions to complete new employment, employment status changes, and terminations.
- May assist with the preparation for the annual benefits event for the purpose of enrolling/re-enrolling employees in their choice of health, dental and other insurance plans contracted by the District.
- Maintains files, records and lists for the purpose of providing current data on employees, applicants, students and the district for management information needs and for producing regular reports to other agencies.
- Prepares/composes/distributes meeting minutes, lists, memos, letters, forms for the purpose of providing accurate and complete documents. May perform a variety of specialized duties to assist

## HUMAN RESOURCES TECHNICIAN

the Personnel Commission, such as preparing, assembling and distributing Commission materials; attend Personnel Commission meetings, and take and transcribe minutes.

- Processes applications, unemployment or other entitlement/benefit claims for the purpose of providing timely and accurate information and explaining policies, procedures and regulations.
- Reviews/compares a variety of documents and requests (e.g., TB clearances, schedules, contracts) for the purpose of ensuring completeness and accuracy.
- Schedule and participate in new employee orientation sessions and employee recognition programs.
- Maintain seniority lists, personnel files, unemployment information, classified probationary dates, classified employee evaluations and other employee information as assigned. Provide reminders to supervisors and track the timely completion of classified probationary and permanent employee evaluations.
- Answer phones, take messages, transfer calls, verify employment, greet visitors, attend meetings, and other duties as assigned.
- Maintain employee records and files with discretion according to established procedures, policies, rules and regulations.
- Operate a variety of office equipment including computers, and use a variety of software applications including databases, spreadsheets, word processing, etc. Inventory and order office supplies, forms and other materials as needed; prepare requisitions and travel reimbursement requests, and maintain records of expenditure.
- Perform other job-related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information; compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: human resources practices applied within a school district; concepts of grammar and punctuation; concepts of electronic spreadsheets, word processing, and databases; rules, regulations, policies and procedures pertaining to employment, basic benefits information; applicable sections of State Education Codes and other pertinent laws; District organization, operation, policies and objectives. Must have knowledge of recruitment and staffing procedures and/or employee onboarding procedures.

**SKILLS** are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

**ABILITY** is required to maintain confidentiality of sensitive and privileged information; complete work with many interruptions; schedule a number of activities; often gather, collate and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals

## HUMAN RESOURCES TECHNICIAN

and/or groups; assist individuals with processing applications, forms, and enrollments; work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is significant; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; adapting to continuous technology changes and willingness to learn new software applications; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

### RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Significant utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require working in an office. The job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom or Occasionally	lifting and carrying up to 50 pounds with/without assistance up to 10 feet; pushing and pulling, reach above shoulder, reach at shoulder, stooping/bending,
Occasionally	walking, standing, squatting/crouching, lifting and carrying up to 25 pounds up to 25 feet
Occasionally or Frequently	handling, simple grasping
Frequently	lifting and carrying up to 10 pounds up to 25 feet ; neck flexion/rotation, reach below shoulder, fingering/fine manipulation to operate a keyboard and special equipment
Frequently or Continuously	sitting up to one hour in intervals

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability to hear others in order to communicate and make presentations. Vision ability to see near, distant, depth and peripherally.

## HUMAN RESOURCES TECHNICIAN

### ENVIRONMENTAL CONDITIONS

There is the potential for contact with dissatisfied or abusive individuals. Some travel may be required to attend business meetings, conferences or workshops. Must be able to operate a vehicle requiring a California Class C driver's license.

### EDUCATION

High School diploma or equivalent supplemented by college-level coursework in human resources or a related field. Additional qualifying experience may be substituted for the education requirement.

### EXPERIENCE

Three years of increasingly responsible clerical or secretarial experience including complex record keeping, reviewing and processing documents for accuracy and compliance with program requirements, and involving public contact. One or more years of experience in Human Resources or working with personnel-related matters; experience in a school district or public administration environment is preferred but not required. Proficiency with databases (data entry, searches, reporting), word processing, and electronic spreadsheets is required.

### REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

### LICENSES AND CERTIFICATES

Possession of a valid State of California Class C or higher driver's license and evidence of insurability.

### CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

### CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.