
Position:	Human Resources Technician	FLSA:	Non-exempt
Department/Site:	Human Resources	Salary Grade:	19
Reports to/Evaluated by:	Human Resources Management	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision, the purpose of the position is to provide moderately complex and technical clerical support duties within the Human Resources Department, e.g., recruitment and selection, personnel records, and personnel status. Employees in this classification function at journey level and are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of department. Provides support and coordinates various aspect of employment process.

DISTINGUISHING CAREER FEATURES

The Human Resources Technician represents the first in a multiple level, technical career ladder governing human resources programs. Advancement to Human Resources Specialist requires three or more years in the capacity of a Technician. Advancement also requires compliance with the qualifications of the position, the ability to provide a full array of human resources services to assigned classified and certificated clients, to facilitate group processes, and serve as a mentor for entry-level staff and site-based administrators. Advancement to Human Resources Analyst is based on need, qualifications, and the ability to lead a program that has District-wide span of control, such as in, but not limited to credential planning, training and development, focused recruitment, and HRIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide range of routine to moderately complex administrative tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., prepares technical reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents.
- Researches, responds to, or refers employees' questions about personnel policies and procedures, including those found in collective bargaining agreements.
- Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential of information.
- Composes letters and other communications to employees on a variety of status topics such as, but not limited to co-curricular notices, notices of intent, and re-election notices.
- Performs data entry such as, but not limited to, updating of mailing lists used for recruiting, assembling data and information for surveys and reports, and maintenance of personnel files.
- Accepts and processes job applications for recruited positions. Screens applications for required information, including, as appropriate, transcripts.
- Assembles applications, supporting materials, and interview/rating guides for selection committees. Communicates with candidates on logistics. Schedules rooms for interviews.
- Administers and scores skill and other tests taken by job candidates. Uses established scoring templates and/or guides.

- Receives and processes pre-employment information requests such as background checks, immigration and immunization verifications.
- Places new employees on appropriate salary schedules commensurate with education, experience and credentials. Refers salary proposals outside of normal policy to higher authority.
- Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Conducts new employee orientation for certificated and/or classified staff and reviews paperwork for completeness and data entry to the human resources information.
- Responds to authorized requests for verification of employment of existing employees.
- Receives, processes, and/or forwards to the appropriate source, employee information updates such as, but not limited to benefits, dependents, and status changes.
- Compiles information and reports for federal, local and private agencies. Calculates employee costs for specially funded programs such as SIP, Chapter I, EIA/LEP and Migrant education.
- Notifies administrative staff of performance evaluation due dates; monitors receipt and follows up of late evaluations. Processes reasonable assurance and re-election notices for employees.
- Maintains up-to-date and complete personnel files that comply with record retention requirements.
- May assist with digital imaging of applicant fingerprints. Ensures that applicant fingerprints are clear and consistent.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Considerable knowledge of generally accepted personnel practices and procedures. Considerable knowledge of procedures associated with processing financial transactions such as purchase orders and budget line item changes. Working knowledge of personal computer-based software that support this level of work, including but not limited to word processing, spreadsheet, and software (with data entry screens) used in education. Basic knowledge of office equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires sufficient arithmetic skills to compute sums and statistics. Requires sufficient skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare standardized correspondence. Requires sufficient human relations skills to present a positive image of the department and district, maintain harmony among peers, convey technical information to others, and use patience in dealing with a diverse population.

Abilities: Requires the ability to perform all aspects of the position in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of district and department organization, operations, programs, functions and special department terminology when performing assignments. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to work cooperatively with staff, employees, external organizations, and the public using patience and courtesy. Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research. Requires the ability to maintain confidentiality of private and sensitive information.

Physical Abilities: Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near visual acuity to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary telephone conversations and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various district locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Associates degree with course work in secretarial science, human resources or related field; supplemented by three (3) to four (4) years responsible Human Resources experience. Additional experience may substitute for education.

Licenses and Certificates: May require a valid driver's license.