

Position: Human Resources Technician

Salary Range: 32

Summary

Under direction of assigned supervisor, oversees, participates in, and performs a variety of technical and advanced clerical work in the human resources (HR) areas of recruitment and selection, analysis of credentials, HR administration, job classification and description, and employee relations.

Distinguishing Characteristics

This is a technical position that requires independent judgment skills. Duties and responsibilities will require a high level of skill with various computer programs, including spreadsheets and databases. In addition, a HR technician is expected to have working knowledge of the particular procedures, formats, vocabulary and technicalities associated with the department of assignment to perform specialized duties. Work is usually conducted independently according to standard operating procedures or variations of standard operating procedures requiring judgment and discretion.

Essential Duties and Responsibilities

- Assists staff and others by communicating and interpreting personnel policies, rules and regulations.
- Assists in the preparation of certificated and/or classified personnel reports for administration and governing boards. Initiates follow-up work after official action.
- Maintains database and spreadsheets on personnel data and generates reports.
- Audits and inputs new employee information, communicates with district employees and various government and private agencies regarding payroll and employment issues and related record-keeping requirements, standards and procedures.
- Composes letters regarding employment or other personnel matters.
- Reviews and verifies appropriate pay rates. Reviews and verifies coding and inputs data in mainframe database. Audits retirements eligibility and provides appropriate information.
- Answers inquiries regarding job openings and hiring procedures and monitors application process. Assists with the recruitment, interviewing, hiring and processing of applicants.
- Assists with orientation and processing of new employees.
- Maintains and updates classified and/or certificated personnel files. Ensures proper record retention of human resources documents.
- Manages employee attendance tracking system. Generates attendance pay docks. Trains and assists site-level employees in the use of the system.
- Assists with compliance on applicable federal, state, and local regulations. Assists with compliance on state retirement systems. Assists with compliance on bargaining unit contracts.
- Compiles and verifies reports for auditors and various government agencies and maintains appropriate databases to compile this information.

- Organizes fingerprinting and testing of new employees and processes necessary paperwork.
- Assists with the administration of an automated substitute calling system and trains employees in the use of the system. Assists with the selection of individuals for inclusion into a substitute pool. Receives and records substitute work history, performance, and other information.
- Calculates employee leave balances using specifically defined arithmetic formulas.
- Monitors and notifies employees that required credentials, licenses and tests are necessary and obtained in a timely manner.
- Communicates effectively with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires demonstrated computer skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires knowledge of business mathematics and record keeping. Requires knowledge of generally accepted personnel management practices, district policies, fair employment practices and laws. Requires a working knowledge of human resources practices. Requires sufficient human relations skill to project a positive image, to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training in individual and small group settings.

▪ Abilities

Requires the ability to interpret policies, procedures, techniques, and rules governing human resources management and practices. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District. Requires the ability to problem-solve and recommend actions regarding personnel issues. Demonstrates ability to enter data onto standardized formats using computerized database programs. Must be able to perform arithmetic operations quickly and accurately.

▪ Physical Abilities

Requires sufficient hand/eye coordination and manual dexterity to keyboard at a rate of at least 40 wpm and use a ten-key calculator. Requires sufficient visual acuity and depth perception to recognize words, letter, and numbers. Requires auditory ability to carry on conversations over the phone and in person. Requires sufficient movement to retrieve work materials.

▪ Education and Experience

High school diploma or equivalent required. Minimum of 1-2 years of responsible and varied secretarial and clerical or office management experience, including work with compiling information using arithmetic calculations, preferably in a school district.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.