



## Job Description

<b>Title: Human Resources Technician</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director, Human Resources</b>	<b>Supervises: N/A</b>	<b>Range: 27</b>
<b>Department: Human Resources</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of the Director, Human Resources, perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of Campus Student Supervisors and classified and certificated substitute staff for the District; perform a variety of responsible technical duties utilizing District human resources management databases and related to substitute teaching assignments; coordinate and locate available substitutes to ensure proper coverage of school sites; establish and maintain substitute employee files.

### DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician assignments at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of their duties and possess technical or functional expertise.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of responsible technical duties related to the onboarding and processing of new hire classified and certificated substitute teaching staff and Campus Student Supervisors; post vacancies on EdJoin and on District website as needed; organize and schedule interviews for potential employees.
- Create positions and enter new employees both regular and substitutes into Digital Schools; monitor EdJoin daily to review new submitted applications.
- Manage and monitor incoming applications for posted classified and certificated vacancies; review applicant qualifications for minimum requirements; request fingerprint clearance for certified substitute new hires; verify credential and pre-employment requirements; process new hire recommendations; make job offers as directed.
- Process weekly absence reports; enter employee absence into assigned computer system.
- Conduct newly hired classified and certificated staff orientation meetings; prepare and present annual Playground Supervisor Orientations; conduct background search for potential employees; monitor fingerprint reports from Department of Justice; notify employees and substitutes to renew TB tests and TB renewals into assigned computer systems.
- Prepare and maintain District employee and teaching substitutes personnel files, absence reports, medical notes and related information; prepare and maintain certificated and classified substitute employee employment files; terminate records for substitutes in assigned computer systems as required; record all new hire employment forms, documents, credentials and required human resources forms; ensure supervisors' recommendations compliance and completion of Human Resources procedures, policies and practices; input new hire employee information into computer system.
- Input pay rates of new hire substitutes into payroll system; record and enter daily absences; prepare various audit reports; operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Compose independently and from oral or written instructions, a variety of materials including inter-office communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials; duplicate materials as needed.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Maintain Human Resource department webpages; enter P Card charges monthly and submit report to Business Office; create heat tickets in Digital School.

- Serve as main point of contact for Digital Schools; assist and guide District staff on Digital School application and reporting features.
- Organize and present training classes in Mandated Reporter and retirement workshops.
- Create and develop a variety of documents, reports and records per direction from the Director of Human Resources; assist Human Resources Specialist (Confidential) and Director as needed.
- Perform a variety of administrative tasks in support of the Human Resources department including placing work orders and maintaining office supplies; sort and forward department mail and correspondences; provide backup for front office staff as needed.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Human resources office functions, practices and procedures.
- Practices and procedures related to certificated personnel.
- Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of new personnel.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Common occupations and their requirements.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Organizational operations, policies and objectives.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.

**Skills/Ability to:**

- Maintain personnel confidentiality.
- Perform a variety of specialized duties in the recruitment, screening, selection, classification and processing of new certificated and classified personnel.
- Serve as a technical resource to employees regarding personnel functions, activities and requirements.
- Establish and maintain manual and automated employee records and files.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Compile and verify data and prepare reports.
- Prepare announcements for job openings and place advertisements.
- Distribute, screen and process employment applications and other personnel-related documents.
- Process new personnel and conduct employee orientations as assigned.
- Resolve personnel-related issues and concerns with discretion and confidentiality.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Meet schedules and timelines.
- Type or input data accurately at an acceptable rate of speed.
- Complete work with many interruptions.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in human resources or related field.
- Two years increasingly responsible administrative experience including frequent public contact and work with human resources functions involving the recruitment, screening and processing of new employees.

**Licenses, Certifications and other Requirements:**

- N/A

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.
- Constant interruptions.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.