



**CLASS TITLE: HUMAN RESOURCES TECHNICIAN
UNIT 1**

BASIC FUNCTION:

Under the direction of the Director of Human Resources, perform a variety of technical duties in support of human resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants, substitutes, volunteers, and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to the Director as needed.

Participate in the recruitment, screening and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Prepare and distribute announcements for job openings; create job postings for certificated and classified staff and post on web-based programs utilized by the District; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets.

Monitor teachers' credentials to assure they are current and appropriate for assigned subject; notify teachers of issues related to credentials; assist staff with gathering documents, reviewing for accuracy and signatures, and forwarding applications to the County Office; participate in the annual credential audit.

Participate in the processing of Workers' Compensation, unemployment and disability claims as directed; process related forms and applications; process payments and follow-up on claims as appropriate; retrieve requested information utilizing the payroll system; complete and submit documents to appropriate personnel.

Process substitute paperwork for certificated and classified employees; interview applicants and conduct orientation/training for both classifications.

Provide information to new employees and volunteers regarding vacation days, sick days, TB tests, benefits and County Office rules and regulations.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.



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Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, job location, job assignment, career step and class, sick and vacation leave, salary, medical information and benefits.

Balance vendors' invoices with actual payroll deduction report; verify new, termed employees have been updated; download report with vendor's payroll deductions and balance with the invoices.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials.

Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

Assist with coordinating and administering assessment tests as required.

OTHER DUTIES:

Prepare for the annual open enrollment fair; attend related meetings; organize fair vendors, materials and computer set-up activities; create and distribute forms and related documents.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Human resources office functions, practices and procedures.
- Practices and procedures related to classified and certificated personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- 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.
- Data entry and retrieval techniques.
- Mathematical computations.



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ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.
Participate in the recruitment, screening and processing of new and volunteer personnel.
Provide information and assistance to employees, job applicants, substitutes, volunteers, and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in human resources or related field and two years increasingly responsible clerical experience including one year experience in a human resources office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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