

WISEBURN SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN Classified Position

BRIEF DESCRIPTION OF THE POSITION

Under general supervision, to perform personnel record keeping work involved with the preparation of District personnel records and related reports, including all benefits, insurance enrollment and payment premiums. To assist in providing personnel services for certificated and classified personnel, including advertising and screening for employment, and to perform related tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

The position includes but is not limited to the following list of representative duties:

- Assists in maintaining all personnel files of classified and certificated personnel relative to employment, evaluation, contracts, salary placement, resignations and retirements, and inputs necessary changes of status in the County HR System to update master computer files. E
- Keeps certificated and classified personnel and substitute teacher personnel files accurate and up to date. Including credentials, units, medical, evaluations, etc. E
- Processes all credentialing requirements for certificated staff and substitute teachers. E.
- Records changes in salaries, addresses, deductions, credentials and other information pertinent to payroll, and submits necessary changes of status to the County Payroll System to update master computer files. E
- Assists Human Resource office with all job openings, screening and administers necessary tests to job applicants. E
- Provides employees with necessary forms and assists with questions regarding personnel procedures, credentialing, insurance and other available benefit programs, and changes in status. E
- Prepares personnel reports and surveys to the state, county, district and professional organizations. E
- Keeps all data relating to on the job injuries and submits reports as necessary. E
- Assists in processing Tax Shelter Annuities through Third Party Administrator.
- Inputs Direct Deposits.
- Other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Microsoft Word, Windows 95, Word Perfect, Excel, G-Link, and Internet.
- Los Angeles County Office of Education HRS Computer system.
- Bookkeeping principals, procedures, and terminology.
- 10-key calculating machine
- Modern office methods and procedures, filing systems, receptionists and telephone techniques, business forms, letter writing, proofreading and report writing.
- Good English usage, including vocabulary, spelling, grammar and punctuation.
- Common public relations courtesies, practices, and techniques.
- A second language.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Establish and maintain cooperative working relationships with school officials and administrators, certificated and classified staff, community, governmental and school agencies.
- Deal effectively with the public and staff in situations requiring diplomacy, friendliness, poise and firmness, as necessary.
- Work independently and make decisions and recommendations.
- Interpret laws, policies, regulations, negotiated agreements and operational procedures concerning personnel services.
- Operate office equipment such as computer, calculator, copier, fax machine, etc.

Education:

A.A. Degree (related field preferable) or 48 semester units.

Experience:

Four years of increasingly responsible payroll, insurance, statistical, financial and personnel record keeping experience, preferably including payroll preparation and insurance experience in a school district using the HRS computer system.

Working Conditions:

Office environment, subject to constant interruptions.

Physical Abilities

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to life, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Vision (which may be corrected)

to read small print and maintain records.

Hearing (which may be corrected)

to communicate with staff, to talk on phone.

Speech

to communicate with staff, to talk on phone.

Dexterity of hands and fingers

to operate office equipment.

Sitting and standing for extended periods of time

to perform required duties.

Bending at the waist

to pick up office materials / equipment

Strength

to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.

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Board Approved: September 2013