

**Laguna Beach Unified School District**  
**Job Description: Human Resources Technician**

**BASIC FUNCTION:**

Under general supervision of the Director, Human Resources and Public Communications, to perform a variety of technical personnel management functions; to assist in the planning and organization, of employment processes, to assist in the planning, organization, development, and maintenance of a personnel record management, storage, and retrieval system; process new personnel according to established procedures; and to do other related functions as directed.

**ESSENTIAL DUTIES:**

- Perform a variety of technical duties and provide assistance to classified and certificated personnel; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.
- Complete employment, termination, payroll and benefit processes for employees.
- Input and maintain updated employee information for District health and welfare benefit programs, including COBRA administration and employee contributions, and respond to employee, dependent, retiree, and health care provider questions and resolve issues regarding the requirements and provisions of the benefit programs.
- Implement the Workers' Compensation claims process in compliance with regulations, District procedures and applicable laws; maintain regular communication with department managers and supervisors regarding the status of injured employees; maintain close contact with injured employees, claim administrator and medical care providers to follow-up on status.
- Assist in determining salary including longevity and shift differentials and complete entry of information to payroll for processing.
- Input and maintain computer-based human resources systems, including input employment and salary information into payroll system.
- Prepare updates to employee salaries and revise placement as required by compensation policies, guidelines, and negotiated agreements.
- Collect and prepare data for required reporting, and submit reports as necessary within the specified timeframes.
- Establish, audit and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; prepares notices of employment and change of status for payroll action.
- Contact candidates selected for employment, prepare and explain employee paperwork, fingerprint information and physical paperwork, follow-up for complete clearance on fingerprints, physical and other pertinent employment information; establish start dates; prepare and explain authorization to employ forms and other information; provide information regarding vacation days, sick days, benefits, and other District rules and regulations.
- Provide assistance, advice, and information to applicants, District employees and certificated personnel concerning current laws and requirements pertaining to a variety of credentials issued by the California Commission on Teacher Credentialing (CCTC), advise employees on credential processes.
- Provide technical support for the application and maintenance of teacher credentials, evaluate transcripts and records to determine eligibility for credentials and salary

placement, advise out-of-state applicants regarding credentialing. Serve as a liaison between the District, CCTC, and the Orange County Department of Education.

- Interact with payroll, State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) to address employee concerns.
- Communicate with employees eligible for leaves and process their paperwork.
- Compose and type letters, reports, and other documentation as directed.

### **OTHER REPRESENTATIVE DUTIES:**

- May perform research and data extraction for use in the employee/employer relations program; gather and prepare information for various studies, surveys, and evaluation processes pertaining to personnel management operation.
- Perform various clerical and secretarial activities including answering phones, taking messages, transferring calls, verifying employment, greeting visitors and other activities as assigned.
- Train and provide work direction to others as assigned.
- Assist in recruitment and selection procedures and processes as requested.
- Participate in other department functions as directed.
- Perform related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

- Practices and procedures related to classified or certificated personnel.
- Applicable sections of the Education Code and other rules and regulations related to assigned areas:
- employment, credentialing, Worker's Compensation and health benefits programs.
- Operations, policies and objectives relating to human resources activities.
- Organization and functions of the California Commission on Teacher Credentialing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures, and equipment.

#### Ability to:

- Provide technical information and assistance to other concerning employment policies and personnel transactions related to credentials, Worker's Compensation, health benefits and other human resources matters.
- Perform a variety of technical duties and provide assistance to prospective and current classified or certificated personnel.
- Effectively and efficiently plan, organize, and coordinate personnel management programs.
- Prepare and maintain a variety of related personnel requisitions, records, and report.
- Apply, explain, and enforce rules, regulations, policies and procedures.
- Perform mathematical calculations quickly and accurately.
- Distribute, screen, and process various personnel-related documents.
- Answer telephones and greet visitors and the public courteously.
- Work on tasks and projects simultaneously with frequent interruptions.

- Meet deadlines established by supervisor, District policy, and laws and regulations.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

Any combination equivalent to graduation from high school supplemented by college-level course work in human resources management or a related field.

#### **Experience:**

Three years of responsible and technical personnel management experience, including no less than one year of experience at a school district office level.

#### **Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor office environment.
- Constant interruptions.

#### **Physical Requirements:**

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to frequently lift or move up to 20 pounds.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

#### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

#### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.

- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, function and limitations of assigned duties.