

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Human Resources Technician
Pay Table:	Support
Pay Grade:	9
FLSA Status:	Non-Exempt
Job Code:	540
Reports to:	Human Resources Director and/or Human Resources Associate Director

JOB SUMMARY

Under the general supervision of the Human Resources Director or Associate Director, the Human Resources Technician coordinates, monitors, facilitates, and maintains documentation for a major HR functional area of responsibility (e.g., teacher certification, applicant tracking and hiring process, insurance) or some assigned portion of that area. Ensures efficient processing and adherence to regulations.

ESSENTIAL JOB FUNCTIONS

- Reviews listings, computer files, reports, and other records. Ensures appropriate status, categorization, or processing of employees or applicants (e.g., review for appropriate teacher certification, verification of hiring authorizations, benefit eligibility).
- Initiates processes (e.g., sends COBRA benefit notification, sends certification deficiency notifications to teachers, prepares and posts announcements of position openings). Disseminates information and may place advertisements.
- Monitors completion of process requirements and adherence to laws, regulations and district policy. May be assigned to track applicants or personnel through process.
- Receives and compiles data and information relating to area of responsibility. Enters information into computer. Updates computer records.
- Assists with departmental secretarial/clerical duties (e.g., processing of minutes, preparation and distribution of informational materials, advertising of events, preparation of correspondence).
- Answers questions, provides forms, processes documentation, expedites, and resolves problems (e.g., gathers additional information, obtains authorizations, prepares and/or transmits forms, explains processes, corrects documentation).
- Provides HR support, information about regulations and policies, and processing information for school and department staffs, including principals and department directors.

- Assists with scheduling, assembly of packets, location arrangements, and conducting of various orientations and instructional meetings (e.g., insurance orientation for new employees, benefit insurance meetings, flu shots, health fairs).
- Makes operating-level decisions regarding responsibilities, based upon established policy.
- Maintains records and files.
- Coordinates with outside agencies to share information or resolve problems as necessary (e.g., Workforce Services, State Office of Education, insurance carriers, university placement offices).
- Maintains files, prepares reports and provides information to district staff regarding assigned functional area.
- May assist job applicants, employees, and other visitors at the front counter.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Three (3) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform basic mathematical calculations.
- Ability to operate computers.
- Familiarity with word processing programs and, if necessary for functional responsibility, State Office of Education computer software.
- Strong English written and verbal communications skills.
- Ability to communicate detailed procedures and processes (over the telephone and in person).
- Interpersonal skills for interacting with active and retired employees, principals, State Office staff, job applicants.
- Ability to research accurately and compile technical information.
- Ability to accept payment and prepare purchase orders.
- Ability to manage inventory or property.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.