

Oak Grove School District

JOB TITLE: Human Resources Technician (Confidential)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of responsible and complex secretarial functions, including routine administrative functions in the operation of Human Resources Division. Employees in this classification receive limited supervision from a departmental administrator or his/her designate and within a framework of standard policies and procedures. Employees assist and act in a confidential capacity to persons who formulate, determine, and effectuate management policies in the field of labor relations and/or have access to confidential information concerning anticipated changes which may result from collective bargaining negotiations. This job class assists in the processing and maintenance of Human Resources' programs and operations: exercising independent judgement and problem solving skills. This job class requires the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion.

TYPICAL DUTIES

- Performs a wide variety of Human Resources' program services and/or routine administrative activities and functions; process details not requiring immediate attention of administration.
- Types letters, memos, seniority lists, directories, purchase orders, outlines, handbooks, newsletter, reports, etc., from oral directions, rough draft, copy, notes or transcribing machine recordings
- Inputs/maintains a variety of information, including confidential data, into computerized record keeping/data processing system including personnel information, test scores, etc.
- Establishes and/or maintains a variety of complex files and records (including confidential) for specialized functions within an operational unit and expedites their completion.
- Acts as resource person, answering telephones; receiving and responding to students, faculty, administrators, vendors, and the general public; giving information and assistance where judgment and knowledge are required, whenever possible
- Performs a wide variety of clerical and technical work including composing drafts, typing, proofreading, filing, verifying, and posting information for records and reports specific to Human Resources Division
- Serves as needed on negotiations' teams

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TYPICAL DUTIES (continue)

- Performs a variety of mathematical computations; calculating extensions, totals, sales tax, and verifying figures
- Assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination and maintenance of needed information for specialized programs within an operational unit
- Process purchase orders, stores and issues supplies and materials pertinent to the functions of operational unit; inventorying stock on hand periodically
- Coordinates service contracts in terms of time, location, problem, etc.
- Collects and compiles requested information, preparing basic statistical reports, updating records, creating and distributing packets of information, etc.
- Collects and summarizes a variety of specialized data as it relates to Human Resources Division and distributes finalized information
- Conducts salary and job description surveys by gathering information from other school districts throughout the state.
- Receives, sorts, and distributes incoming and outgoing mail; prioritizing and designating appropriate response whenever possible
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper office methods and procedures including correct letter and report writing and proper telephone techniques
- Knowledge of proper English usage, grammar, spelling, vocabulary, and punctuation
- Knowledge of basic functions, procedures, and activities of assigned program or operational unit
- Skill to learn the specialized operations, procedures, policies and requirements of Human Resources

MINIMUM QUALIFICATIONS (continue)

- Skill to understand and carry out both oral and written instructions
- Skill to type accurately at 50 words per minute from clear copy
- Skill to establish and maintain efficient records keeping/filing systems and prepare reports
- Skill to interpret and apply District's and Human Resources Divisions' policies, procedures, rules, and regulations
- Skill to prioritize workflow, coordinates activities and details and maintain efficient schedules of events
- Skill to analyze situations, make decisions and take appropriate action in routine procedural matters without immediate supervision
- Skill to operate a variety of standard and specialized office machines and equipment such as computer terminal, calculator, copying equipment, laminator, etc.
- Skill to effectively and tactfully communicate in both oral and written form
- Skill to maintain effective work relationships with those contacted in the performance of required duties

May require:

- Ability to accurately transcribe from dictating machine