LOMPOC UNIFIED SCHOOL DISTRICT
HR TECHNICIAN-CLASSIFIED

PURPOSE STATEMENT: Under the direction of the Director-Human Resources-Classified, perform a variety of technical and clerical duties in support of the Classified Human Resources Department and activities; maintain appropriate staffing requirements for the District; participate in the recruitment, screening and processing of classified personnel; prepare and maintain a variety of manual and automated personnel files, records and reports; assist with various Personnel Commission functions; ensure HR activities comply with established rules, regulations and procedures; provide training to assigned HR personnel regarding HR procedures and related software.

ESSENTIAL FUNCTIONS:
Perform a variety of technical and clerical duties in support of the Classified Human Resources department operations and activities; participate in the recruitment, examination, screening, selection, record keeping and hiring of classified personnel according to established procedures; ensure classified HR activities and processes comply with established rules, regulations and procedures including those related to State and Board rules and regulations, CSEA contract and the Merit System.

Maintain appropriate classified staffing requirements for the District and perform new hire duties; participate in the recruitment, screening and processing of classified personnel; collect and process various employment forms and applications; screen employee applications for completeness and qualifications; assist in the development of the classified testing process by proctoring exams and reviewing exams before test administration; 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, provide information and inform employees and applicants regarding a variety of policies, procedures and program requirements; refer more difficult or sensitive issues to supervisor as needed; assist with interpreting the CSEA contract in relation to HR decisions for scheduling, temporary assignments and payroll-related questions.

Provide clerical support for Classified Human Resources Department as needed; answer phones, receive visitors and respond to emails accordingly; maintain and monitor levels of office supplies as assigned; process purchase orders as assigned.

Compile and input a variety of employee information and other personnel data into assigned computer systems; generate a variety of computerized lists and reports and comply with mandated requirements; ensure accuracy of input and output data.

Prepare and maintain a variety of manual and electronic forms, files and records related to classified employee information; update records and files with employee information; establish and maintain classified personnel files according to established policies and procedures; assist with paper and electronic file audits in order to ensure compliance with State and District policies.

Schedule meetings and appointments as assigned; maintain assigned calendars; arrange and schedule travel as needed for department personnel; assist with the planning and implementation of staff development days including scheduling rooms and preparing schedules.

Disseminate information related to Classified Human Resources; ensure applicants and employees are updated regarding procedures and requirements related to employment within the District; update and monitor online HR information including job postings and testing resources to the District web page and assigned social media accounts.

Assist with various Personnel Commission functions; assist with the monitoring of the Personnel Commission budget; provide reports and verify funds as requested by Director.

Communicate with personnel, school sites, departments and various outside agencies to exchange and update information, coordinate activities and resolve issues or concerns.

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

Attend and participate in meetings and trainings related to assigned activities; participate in ongoing training regarding Merit System rules and regulations as assigned.

Assist the Director with special projects and research as requested.
Provide training to assigned HR personnel regarding assigned HR functions, procedures and related software.

OTHER FUNCTIONS:
Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Human resources office functions, practices and procedures.
Practices and procedures related to classified 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.

ABILITY TO:
Perform a variety of technical duties in support of classified human resources operations and activities.
Participate in the recruitment, screening and processing of classified personnel.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
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.
Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level coursework in human resources or a related field and three years increasingly responsible clerical experience.

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 for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally to retrieve files and materials.
Lifting, carrying, pushing and pulling light objects as assigned

FLSA Status: Non-Exempt
Approval Date: 6/18/2015
Personnel Commission First Reading: 8/16/18
Personnel Commission Approval: 9/20/18
Salary Range: Range 39 (Approved 6/18/15)