

**San Diego County Office of Education
Personnel Commission**

CLASS TITLE: HUMAN RESOURCES TECHNICIAN II, Grade 52

DEFINITION:

Under general supervision, performs a variety of specialized, complex, and confidential human resource clerical and technical activities related to personnel transactions, new hire processing, personnel files, and employment status tracking and recordkeeping; provides technical assistance to internal and external clients to process personnel transactions and to compile and report data; conducts special research and assists in training staff.

DISTINGUISHING CHARACTERISTICS:

HR Technician II is the experienced-level classification in the HR Technician series, whereas the HR Technician I is the entry-level classification. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of clerical and technical duties. In addition, the HR Technician II job class includes specific technical responsibilities requiring the application of laws, rules, and bargaining agreements pertaining to employee transactions, conditions of employment, and employment status.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Generates, tracks, reviews, processes, authorizes, and routes Personnel Action Forms (PAFs); creates/amends routing paths; prepares documents and/or procedures to ensure that end users prepare and process PAFs as designed; coordinates work flow across divisions and approvers to ensure that PAFs are processed in a timely manner.

Conducts regular audits of own and others' data entry to ensure that all data is entered accurately and in a timely manner.

Solicits from and provides information to employees, job applicants, school districts, public agencies, and the general public regarding personnel-related functions such recruitment, examinations, classification, benefits, medical data, employee records, and human resources policies and procedures.

Reviews, processes, and provides assistance in the completion of human resources forms and related documents for compliance with applicable procedures and policies.

Interprets policies and procedures.

Assists with data retrieval, analysis, and reporting as assigned.

Evaluates records to verify and validate initial salary placements, salary adjustments, and employee status changes.

Scans, retains, and purges documents in accordance with personnel file and record retention policies and regulations.

Prepares certificated contracts, and tracks contracts to ensure receipt.

Monitors the Human Resources central email account to receive, research, and respond to inquiries; researches and analyzes a variety of data sources, including personnel and payroll records, to resolve specific problems or to respond to specific inquiries.

Participates and/or conducts training in meetings and workshops as assigned for the purpose of conveying and/or gathering information.

Supports other Human Resources functions as needed, including but not limited to providing clerical and technical support in the following activities: recruitment postings and recordkeeping, proctoring exams, selection, classification, substitute management system, employee pre-boarding and onboarding, benefits administration, and workers compensation claims reporting.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: five years of human resources clerical/technical experience related to recruitment, selection, onboarding, salary advancements. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules, and regulations. Experience providing technical leadership is desirable. College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification, employment

Modern office methods, practices, and procedures

Intermediate to advanced desktop computer operations and office software applications including Outlook, Word, Excel, Powerpoint

Database operations

Effective recordkeeping systems and procedures

Proper English grammar, punctuation, and sentence structure

Principles of customer service and support

ABILITY TO:

Learn, understand, interpret, explain and apply policies, laws, rules and regulations pertaining to assignment

Utilize multiple databases, software and document imaging

Perform clerical and technical duties related to human resources recruitment, onboarding activities

Perform mathematical calculations

Organize work, set priorities and exercise sound judgment within established policies, and guidelines

Establish and maintain effective working relationships with staff, the public and outside agencies

Independently carry out oral and written instructions

Prepare a variety of professional-quality correspondence, announcements and reports

Follow oral and written instructions

Establish and maintain effective working relationships

Work effectively independently and as part of a team with minimum supervision
Organize and prioritize work
Exercise appropriate judgment in making decisions
Demonstrate attendance sufficient to complete the duties of the position as required
Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Revised: 5/90; 7/95; 10/98; 2/08; 12/14; 3/18

Approved by Personnel Commission _____