



For the future of every student

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned Human Resources Administrator, provide complex and highly technical and clerical support to one or more of the major human resources activities such as recruitment, screening, selection, testing, processing and placement of permanent and temporary personnel.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Assistant performs a variety of clerical duties in support of human resources activities and transactions. The Human Resources Technician independently performs technical and office administrative support work, and may assist higher-level administrative staff with advanced assignments. The Human Resources Specialist has developed expertise in one or more specific human resources disciplines, including but not limited to recruitment and selection, credentialing, personnel database development, staffing and/or substitute management. The Human Resources Analyst is a senior level position, requiring specialized knowledge in recruitment and examination as well as classification and compensation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex technical human resources activities involved in the recruitment, screening, selection, testing, placement and processing of permanent and temporary personnel; distribute, collect, prepare, process, sort, file and evaluate a variety of recruitment and employment forms, documents and applications.

Screen, interview and appropriately place temporary employees (including but not limited to substitutes, hourly and exempt employees, walk-on coaches and band coaches). Receive, fill, process and record substitute requests; coordinate response to absences, review substitute lists and applications, and assign substitutes to appropriate unfilled positions; notify appropriate employees of substitute requests and assignments; prepare related forms.

Communicate to exchange information and resolve issues or concerns; initiate and receive telephone calls, providing accurate information and assistance to clients; serve as a technical resource to District personnel, job applicants and the general public regarding Human Resources functions; respond to inquiries and provide information on a wide variety of subjects including standards, requirements, vacancies, rules, policies and procedures.

Receive, process and coordinate response to position vacancy requests; prepare and distribute job vacancy announcements; plan, create, post and distribute job announcements and related materials; assist in establishing and meeting recruitment time lines.

Research, compile, assemble and evaluate a variety of data and information; prepare and maintain a variety of records, reports and files related to personnel activity, vacancies, recruitments, applicants, interviews, eligibility lists, leaves of absences and other assigned activities.

Coordinate employee fingerprint processing and serve as liaison with the Department of Justice and the Federal Bureau of Investigation regarding delays or problems obtaining results; review billings and resolve

any discrepancies for accuracy prior to forwarding for approval and payment;

Coordinate the TB testing process; establish and maintains records of TB tests and pre-employment physicals and review billings for accuracy and resolve any discrepancies for accuracy prior to forwarding for approval and payment.

May schedule and arrange pre-employment tests; prepare and set up testing rooms and materials; prepare, assemble and distribute testing booklets, forms, labels, examination passes and related materials; administer, explain and monitor applicants during tests; score and notify applicants of test results.

Receive, screen and evaluate applications for minimum qualifications; verify applicant eligibility, employment, work experience, reference and background information; schedule and arrange interview panels; notify appropriate applicants and employees of test dates and interviews.

Input and update a variety of data and information in an assigned computer system; maintain automated files and records; initiate queries, develop spreadsheets and generate a variety of computerized lists, documents and reports as requested.

Process new personnel; schedule and conduct orientations; arrange for, follow up on and provide information to new employees regarding fingerprints, TB tests and other pre-employment matters; prepare and explain employment packets and paperwork.

Prepare a variety of correspondence such as letters, forms, notices, notifications, memos, bulletins and flyers; duplicate and distribute materials; review various forms, applications and documents for accuracy and completeness; obtain additional information and make corrections as needed.

Compile, prepare and distribute interview packets and materials; calculate, record and distribute interview scores; notify applicants of selection decisions; make employment offers and explain positions, salaries and other information.

May create eligibility lists at the end of the recruitment process and prepare certification lists for appointing supervisors; monitor certification process and contact supervisors regarding delays; work with supervisors on concerns regarding certification process.

Maintain confidentiality of human resources materials at all times; assure test materials are accounted for and securely stored.

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

Monitor inventory levels of office and departmental supplies; order, receive and maintain appropriate levels of inventory as required; prepare requisitions.

Receive, sort and distribute incoming and outgoing mail.

Attend and participate in interview panels as assigned.

Participate in a variety of other assigned activities such as employee transaction inputting to the HR/Payroll and local HRIS systems, processing salary increases, assisting with preparing and maintaining employee records and files, and processing employee evaluations.

May serve as one of the primary contacts for Spanish speaking clients contacting the Education Service Center by phone; may provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provides written translation and interpretation of correspondence, letters, reports and other materials as required.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures including, but not limited to Board policies, Personnel Commission Rules and Regulations and Employee Bargaining Unit contracts.

Practices and procedures related to personnel.

Principles, techniques, procedures and terminology involved in the recruitment, screening, selection, testing and processing of personnel.

Operations, policies and objectives relating to human resources activities.

Common occupations and their requirements.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

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.

Data control procedures and data entry operations.

ABILITY TO:

Perform a variety of complex clerical and highly technical human resources activities involved in one or more of the major Human Resources functions.

Distribute, screen and process employment applications and other personnel-related documents.

Screen and interview candidates for temporary and permanent assignments.

Schedule, arrange and notify applicants of tests, interviews and processing appointments.

Serve as a technical resource regarding position vacancies and related requirements and procedures.

Coordinate the new employee orientation process for new personnel and conduct employee orientations.

Coordinate complex human resources processes such as fingerprinting and TB testing; serve as liaison to the various agencies involved with such activities; maintain accurate records of such activities and resolve problems relating to these processes.

Compile, prepare and distribute a variety of Human Resources department correspondence.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate standard office equipment including a computer and assigned software.

Work independently with little direction.

Meet schedules and timelines.

Compile information and prepare and maintain a variety of records and reports.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years administrative assistant experience supporting an administrator or large department, or one year of related human resources clerical or technical experience supporting various human resources functions. Some college-level course work in human resources management, business or related field desirable.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

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 or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.

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