



**Job Description**  
Prepared/Updated: July 2021

Job Title: **Human Resources Technician**  
 Job Family: **Human Resources**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **040603**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G 16**

**SUMMARY:** Provide technical support and in-person assistance to new hire candidates. Coordinate new employee orientations for all new hires to the district. Provide administrative support; coordinate and prepare documents, create and maintain spreadsheets and databases using district information technology systems. Provides information to employees and public regarding department/district policies/procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Coordinate new hire orientations for all new hires in all employee groups, regular and temporary. Assist new hires and transferring employees with their transition into employment with the district. Responsible for delivering information to various departments.	W	20%
2. Answer phone calls, email and walk-ins' questions and provide information and answers to applicants, new hires, employees, and Administrators. Provide administrative support including but not limited to follow through on requests, solving non-routine problems, update spreadsheets; prepares, composes, processes and distributes correspondence and other printed documentation to department staff.	D	20%
3. Provide technical support and expertise to recruitment systems and procedures. Assist in maintaining the Human Resources Web Site. Respond to and help troubleshoot online application problems, calls, questions, etc.	D	15%
4. Receive and track new hire, non-employee and transfer paperwork. Respond to and follow up on paperwork. Ensure paperwork is complete and any associated agreements are signed appropriately. Retrieve term paperwork from files and records. Ensures I9 compliance documentation to prevent potential liability to school district. Request former employee files from Warehouse.	D	10%
5. Update non-employee information in the Human Resources information system. Communicate non-employee information to hiring manager and Information Technology (IT) department.	W	10%
6. Prepare and compile various new hire and fingerprint packets and distribute to perspective employees. Maintain fingerprint files in database. Assist with fingerprinting of new hires when needed. Serve as backup to department by entering emergency new hire background checks into the district background provider's website. Expedite requests as needed.	D	5%
7. Receive, revise and prepare requests for written verifications of employment and loan forgiveness applications. Submit for signature when needed. Respond to phone request for employment information on current and former employees. Provide verbal verification of employment per district, state and federal guidelines.	D	5%
8. Responsible for distributing and tracking the collection of annual certified probationary contracts.	A	5%
9. Responsible for sending district exit surveys. Collect and update non-certified evaluation information.	W	5%
10. Other duties as assigned including special projects as needed.	D	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.

- Bachelor’s degree preferred.
- Minimum of 3 years of general clerical experience including experience using databases, spreadsheets and word.
- Experience working in Human Resources preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Depending upon needs of department, position may require second language skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Suite (Word, Excel and Powerpoint) and Google Applications.
- Advanced knowledge of Microsoft Excel, Microsoft Word, document merges, and PowerPoint
- Operating knowledge of Human Resources information systems with 1 month of hire.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	HRIS/Compensation Manager	5035

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers, to handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish color-coded files)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	