

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Human Resources Technician I	Reports to:	Program Administrator/Supervisor
Job Category:	Human Resources	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	23
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of technical clerical support duties in support of the human resources activities and operations; participate in the recruitment, screening, and processing of personnel; process new employees; serve as an informational resource and 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 digital personnel files, records and reports; support critical district administrative functions and serve on behalf of assigned administrators; ensure efficient operation of human resources support functions; provide interpretation, comparisons and recommendations; determine appropriate action/referral to achieve resolution; maintain confidentiality of privileged and sensitive information.

ESSENTIAL FUNCTIONS:

- Participate in the recruitment, screening and processing of District personnel.
- Compose documents (e.g. letters, bulletins, contracts, reports, etc.); document events, provide and request information.
- Enroll new employees (e.g. payroll, benefits, salary placement, etc.) and provide information regarding employee benefits and practices; calculate/process employee compensation; assist with onboarding new personnel; forward new employee information to payroll and other departments.
- Prepare and post announcements for job openings on EdJoin or other employment recruitment sites.
- Collect and process various employment forms and applications; review applications for minimum qualifications and completeness; verify background information.
- Notify candidates of testing and interviewing activities; coordinate employment interviews and proctor testing; assist in reviewing, compiling, preparing, and distributing interview packets.
- Explain Criminal Justice/Fingerprint Clearance process to prospective employees and school volunteers; arrange and follow-up for clearance on fingerprints.
- Inform personnel regarding a variety of procedures and program requirements to provide necessary information for making decisions, taking appropriate action and complying with established fiscal guidelines.
- Establish and maintain a variety of employment files (seniority and eligibility lists, credentials, etc.) and manual and digital records (e.g. salary, probationary period, eligibility, etc.); ensure accuracy of employee's compensation, maintain employee eligible lists, and comply with all federal/State/District regulations.
- Monitor a variety of processes (e.g. probationary periods; license renewals, etc.); ensure efficient processing of applicants and employees in addressing position requirements and adhering to legal and administrative requirements.
- Attend and participate in meetings, workshops, and seminars as assigned; perform functions and facilitate employee orientation meetings.

- Prepare a variety of reports and related documents (e.g. agenda items, change of status, leave of absence, recruitment packages, conference schedules, etc.).
- Process documents and materials (e.g. applications, credentials, salary schedule adjustments, changes in employment status, etc.); update records and disseminate information to appropriate parties.
- Perform a variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors, and duplicating materials as assigned.
- Respond to inquiries by phone, mail and in person (e.g. employment requests, credential information, District processes, etc.); refer more difficult or sensitive issues to supervisor as needed.
- Support assigned administrative personnel and provide assistance with administrative functions.
- Compile and input data from a variety of sources.
- Operate a variety of job-related equipment including computer and related software.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Screen and conduct interviews for substitute personnel.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Human resources office operations, policies, objectives, practices and procedures.
- Practices and procedures related to recruitment and selections of personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Data entry and retrieval techniques.
- Business telephone etiquette.
- Clerical accounting principles.
- Keyboarding and pertinent computer software applications.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of technical duties in support of human resources operations and activities.
- Participate in the recruitment, screening and processing of personnel.
- Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
- Prepare announcements for job openings and post job advertisements.
- Learn Criminal Justice/Fingerprint Clearance process and regulations.
- Prepare, maintain and process related forms, applications and records.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Distribute, screen and process employment applications and other personnel-related documents.
- Perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Schedule a significant number of activities including interviews, testing, meetings, and events.
- Routinely gather, collate, and classify data
- Analyze issues and create action plans.
- Maintain confidentiality of privileged and sensitive information.
- Operate a variety of job-related equipment including computer and related software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Facilitate group discussions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience involving frequent public.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- Three (3) years of increasingly responsible clerical experience including one (1) year of human resources experience.

WORKING CONDITIONS:

Environment: Indoor/Office work environment. This job is performed in a generally clean and healthy environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Some lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 70% sitting, 10% walking, and 20% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.