

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

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

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, provide a variety of technical support duties related to benefits, leaves, absence tracking, workers' compensation and other essential human resources tasks; maintain confidentiality of privileged and sensitive information.

**ESSENTIAL FUNCTIONS:**

- Manage and maintain employee leave balances (e.g. annual accrual, daily data entry, salary deductions) in the absence management system.
- Communicate with District personnel, and outside agencies concerning absences, coverage, and system malfunctions.
- Assist in managing database uploads of all employee leave grants and balances.
- Enroll new employees (e.g. benefits and leave grants) and provide information regarding employee benefits and practices and facilitate employee orientations and meetings.
- Process, evaluate, and assist employees with the completion of enrollment forms, troubleshoot and resolve employee issues and concerns regarding benefits.
- Maintain a variety of employment files (workers' compensation, leave of absence, medical.) and records (manual and computer); ensure accuracy of employee's records and comply with all Federal/State/District regulations.
- Monitor and ensure compliance of workers' compensation insurance claims for all staff.
- Serve as liaison between the site/departments, employees, district, and workers' compensation administration to provide support with the industrial injury/leave process.
- Create and maintain leave calendars (e.g. medical, maternity) to ensure accuracy of employees' compensation; prepare and manage salary deductions for payroll.
- Coordinate Catastrophic Sick Leave Program for classified and certificated employees and ensure proper protocols relating to all aspects of leave bank are being followed.
- Prepare a variety of reports and related documents (e.g. agenda items, change of status, leave of absence, benefits packages, conference schedules.).
- Maintain and update a variety of files and records related to employee attendance, workers' compensation, leave requests, benefits information and provide an up-to-date reference and audit trail for compliance.
- Assist and support recognition and recruitment programs.
- Participate in meetings, workshops, trainings, special events, and seminars.
- Answer employee questions regarding absences and convey information and ensure compliance with established guidelines.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

## **REQUIRED QUALIFICATIONS:**

### Knowledge of:

- Methods, practices, terminology and procedures used in human resources and benefits administration.
- Employee benefit packages and insurance programs.
- Workers' Compensation principles.
- Applicable types of leaves (e.g. FMLA, PD, PL, CFRA, CFLMA) and related requirements.
- Business and email telephone etiquette.
- Software programs such as word processing, spreadsheets and data base applications.
- Data entry and retrieval techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

### Ability to:

- Perform a variety of complex and technical duties in support of human resources operations and activities.
- Understand and communicate employee benefits information, workers' compensation, insurance plans, guidelines and procedures.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Schedule a variety of events and activities.
- Gather, collate, and classify data.
- Upgrade skills in order to meet changing job conditions.
- Operate a variety of job-related equipment including a computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and 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: Three (3) years of increasingly responsible job-related experience is required.

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

- N/A

## **DESIRABLE QUALIFICATIONS:**

- Associate degree in a related field.

## **WORKING CONDITIONS:**

Environment: Indoor/Office work 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.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 90% sitting, 5% walking, and 5% 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.*