



LOMPOC UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN-CERTIFICATED

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Human Resources, perform a variety of technical and clerical duties in support of the Certificated Human Resources Department; participate in the recruitment, selection, processing and the hiring of permanent and temporary certificated personnel; provide information and assistance regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical and clerical duties in support of Certificated Human Resources Department operations and activities; participate in the recruitment, examination, screening, selection, record keeping and hiring of permanent and temporary personnel according to established procedures; collect and process various employment forms and applications; set-up candidates for interviewing process.
- Serve as an informational resource to employees, job applicants and the general public; respond to inquiries, provide information and inform employees and applicants regarding a variety of policies, procedures and program requirements; refer more difficult or sensitive issues to supervisor as needed; respond to employment verification requests accordingly.
- Provide front desk and clerical support for Certificated Human Resources Department as needed; answer phones, receive visitors and respond to emails; accordingly, maintain and monitor levels of office supplies as assigned; process purchase orders as assigned.
- Compile and input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports and comply with mandated requirements; ensure accuracy of input and output data.
- Prepare and maintain a variety of manual and electronic forms, files and records including new hire and substitute packets, handbooks, applications, and credentialing information; update records and files with employee information; establish and maintain certificated personnel files according to established policies and procedures.
- Prepare, edit, and proof a variety of correspondence as assigned including letters, forms, notices, notifications, memos, bulletins, flyers, newsletters, Board agenda items, Board policies and administrative regulations, meeting minutes and agendas, reasonable assurance notices, status of application, status notices and employment letters.
- Perform duties in the processing of documents and materials including processing and verifying credentials, criminal justice/background checks, performance evaluations, personnel requisitions, employee change requests, employee ID badges and travel requests; disseminate related information to appropriate parties.

- Assist with Position Control Action (PCA) duties; monitor coach and sport stipends, department chair stipends and teacher in charge stipends according to established procedures.
- Assist with Substitute personnel hiring processes; perform substitute screening duties and assist with substitute orientations; monitor Substitute Teacher permit expirations and follow-up with substitute personnel as assigned.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Attend and participate in meetings, trainings and conferences related to assigned activities as required.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in human resources or a related field and three years increasingly responsible clerical experience.

Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to certificated personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- 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.
- Technical aspects of field of specialty.
- Data entry and retrieval techniques.
- Mathematical computations.

Ability to:

- Perform a variety of technical duties in support of certificated human resources operations and activities.
- Participate in the recruitment, screening, and processing of certificated personnel.
- Provide information and assistance to employees, job applicants and the public regarding personnel functions, policies, and procedures.
- Prepare and maintain a variety of manual and automated personnel files, records, and reports.
- Learn organizational operations, policies, and objectives.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Distribute, screen and process employment applications and other personnel-related documents. Maintain confidentiality of sensitive and privileged information.

- Compose correspondence and written materials independently.
- Type or input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Make mathematical computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling, or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.
- Lifting, carrying, pushing and pulling light objects as assigned.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 39