

Human Resources Technician I

Purpose Statement

Under immediate supervision, the Human Resources Technician I performs technical and clerical duties related to a variety of human resources functions, including recruitment, compensation, benefits, examination, employment processing, or other related human resources processes as assigned.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.
- Communicates information to employees, job applicants, and the general public regarding personnel-related functions such as recruitment, examinations, classification, benefits, medical data, employee records, and human resources policies and procedures.
- Reviews, processes, and provides assistance in the completion of human resources forms and related documents for compliance with applicable procedures and policies.
- Assists with administering the Substitute Teacher Assignment System in the absence of the Staffing Technician.
- Responds to requests for employment verification from employees and authorized third-parties.
- Communicates information to candidates; preparing and placing job announcements and advertisements; preparing examination and interview materials; administering examinations; and preparing eligibility lists and certification forms.
- Prepares and distributes a variety of human resources forms, lists, correspondence, and other materials related to assigned personnel functions including letters to applicants regarding interviews, test results, and agendas.
- Proctors examinations including: checking candidate's identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and that instructions are being followed, collecting and accounting for test booklets and materials used in the examination.
- Facilitating with new employee onboarding processes for permanent and temporary employees.

- Schedules and obtains proper documentation and clearance related to pre-employment, such as fingerprint review, medical examination, and education verification.
- Enters, updates, and modifies, searches and retrieves specific personnel data, finds discrepancies, or verifies information related to human resources transactions and functions.
- Extracts data from databases and computerized systems using various parameters to generate reports.
- Retains and purges documents in accordance with record retention policies and regulations.
- Assists with livescan fingerprinting in absence of fingerprinting clerk.
- Performs basic clerical and record keeping duties associated with employee records, benefits administration, recruitment and selection, new employee processing, and workers compensation.
- Reviews unemployment claims and verifies information, responds to basic third-party information requests, and generates annual reasonable assurance letters for qualifying employees.

Other Functions

- Performs other related duties as assigned.

Distinguishing Characteristics:

HR Technician I is the entry-level classification in the Human Resources series; whereas HR Technician II is the experienced-level classification in the HR Technician series. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of technical/clerical duties. HR Technician II is the advanced-level classification in the series and includes specific technical responsibilities requiring the application of laws, rules, and bargaining agreements pertaining to employee transactions, conditions of employment, and employment status.

Job Requirements: Minimum Qualifications

Knowledge and Abilities:

KNOWLEDGE OF:

Human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification, and employment;

Modern office methods, practices, and procedures;

Desktop computer operations and office software applications including Outlook, Word, Excel, Powerpoint;

Database operations;

Effective recordkeeping systems and procedures;

Proper English grammar, punctuation, and sentence structure;

Principles of customer service and support.

ABILITY TO:

Learn, understand, interpret, explain and apply polices, laws, rules and regulations pertaining to assignment;

Utilize multiple databases, software and document imaging;

Perform clerical and technical duties related to human resources recruitment, onboarding activities;

Perform mathematical calculations;
Organize work, set priorities and exercise sound judgment within established policies, and guidelines;
Maintain confidentiality of human resources information;
Establish and maintain effective working relationships with staff, the public and outside agencies;
Independently carry out oral and written instructions;
Prepare a variety of professional-quality correspondence, announcements and reports;
Follow oral and written instructions;
Establish and maintain effective working relationships;
Work effectively independently and as part of a team with minimum supervision;
Exercise appropriate judgment in making decisions;
Demonstrate attendance sufficient to complete the duties of the position as required;
Complete routine tasks thoroughly, accurately and with attention to detail.

Working Environment

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Three (3) years of human resources clerical/technical work experience related to recruitment, selection, operations, benefits, and onboarding. Experience must include maintaining computerized records, and interpreting and applying laws, rules and regulations.

Education: College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

Equivalency: A combination of education and experience equivalent to three (3) years of human resources clerical/technical work experience related to recruitment, selection, operations, benefits, and onboarding. Experience must include maintaining computerized records, and interpreting and applying laws, rules and regulations.

Required Testing:

N/A

Certificates:

Upon employment, ability to be certified under the Department of Justice Fingerprint Rolling Certification Program. DOJ certification criteria include: legal California residency at time of certification; a minimum age of 18; and satisfactory completion of a prescribed application and criminal background investigation.

Continuing Educ./Training:

N/A

Clearances:

Criminal Justice Fingerprint/Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Range: Classified Support Grade 48

Personnel Commission Approval Date: May 15, 1990

Revised: 5/90; 7/95; 10/98; 2/08; 12/14; 09/22