



# LOMPOC UNIFIED SCHOOL DISTRICT

## HUMAN RESOURCES TECHNICIAN II-CLASSIFIED

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### **JOB SUMMARY:**

Under the direction of the Director-Human Resources-Classified/Personnel Commission, perform a variety of technical and clerical duties in support of the Classified Human Resources Department and activities; perform a variety of complex secretarial and administrative assistant duties to relieve the Director-Human Resources-Classified/Personnel Commission of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; maintain appropriate staffing requirements for the District; participate in the recruitment, screening and processing of classified personnel; prepare and maintain a variety of manual and automated personnel files, records and reports; assist with various Personnel Commission functions; ensure human resources activities comply with established rules, regulations and procedures; provide training to assigned HR personnel regarding HR procedures and related software.

### **DISTINGUISHING CHARACTERISTICS:**

The Human Resources Technician II-Classified is assigned variety of technical and clerical duties in support of the Classified Human Resources Department and activities. Incumbents maintain appropriate staffing requirements for the District. Incumbents participate in the recruitment, screening, and processing of classified personnel. Incumbents perform a variety of complex secretarial and administrative assistant duties to relieve the Director-Classified Human Resources-Personnel Commission of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator. The Human Resources Technician I-Classified is the entry-level classification within the Classified Human Resources office. Incumbents provide assistance to the Personnel Commission office for recruitments, employment, onboarding, reference calls, Department of Justice, and Tuberculosis testing results, and prepare new hire packet, update status changes, organize interview schedule, communicate with hiring supervisors, and prepare interview outcome notifications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of technical and clerical duties in support of the Classified Human Resources department operations and activities; participate in the recruitment, examination, screening, selection, record keeping and hiring of classified personnel according to established procedures; ensure classified HR activities and processes comply with established rules, regulations and procedures including those related to State and Board rules and regulations, CSEA contract and the Merit System.
- Perform a variety of complex secretarial and administrative assistant duties to relieve the Director-Human Resources-Classified/Personnel Commission of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures, assure expenditures do not exceed established budget limitations; calculate, prepare and revise accounting and budgetary data, balance and reconcile assigned accounts and budgets. Assist with budget development and preparation; maintain financial and statistical records and files.

- Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; prepare, process and code purchase orders and invoice as assigned; arrange for billings and payments as directed.
- Maintain appropriate classified staffing requirements for the District and perform new hire duties; participate in the recruitment, screening and processing of classified personnel; collect and process various employment forms and applications; screen employee applications for completeness and qualifications; assist in the development of the classified testing process by proctoring exams and reviewing exams before test administration; forward new employee information to payroll and other departments.
- Serve as an informational resource to employees, job applicants and the 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; assist with interpreting the CSEA contract in relation to HR decisions for scheduling, temporary assignments and payroll-related questions.
- Process employment verifications, and change of contact information, assist employees and outside personnel with completing new hire paperwork or application assistance as requested.
- Provide clerical support for Classified 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 assigned computer systems; 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 related to classified employee information; update records and files with employee information; establish and maintain classified personnel files according to established policies and procedures; assist with paper and electronic file audits to ensure compliance with State and District policies.
- Schedule meetings and appointments as assigned; maintain assigned calendars; arrange and schedule travel as needed for department personnel; assist with the planning and implementation of staff development days including scheduling rooms and preparing schedules.
- Disseminate information related to Classified Human Resources; ensure applicants and employees are updated regarding procedures and requirements related to employment within the District; update and monitor online HR information including job postings and testing resources to the District web page and assigned social media accounts.
- Assist with various Personnel Commission functions; assist with the monitoring of the Personnel Commission budget; provide reports and verify funds as requested by Director.
- Communicate with personnel, school sites, departments, and various outside agencies to exchange and update information, coordinate activities, and resolve issues or concerns.

- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Attend and participate in meetings and trainings related to assigned activities; participate in ongoing training regarding Merit System rules and regulations as assigned.
- Assist the Director with special projects and research as requested.
- Provide training to assigned HR personnel regarding assigned HR functions, procedures, and related software.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: 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 human resources clerical experience.

Knowledge of:

- Human resources office functions, practices, and procedures.
- Perform a variety of complex secretarial and administrative assistant duties to relieve the Director-Human Resources-Classified/Personnel Commission of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.
- Practices and procedures related to classified 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 classified human resources operations and activities.
- Participate in the recruitment, screening and processing of classified personnel.
- 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 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:** 41