



LOMPEC UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN I-CLASSIFIED

JOB SUMMARY:

Under the direction of the Director-Classified Human Resources-Personnel Commission, perform a variety of general duties in support of human resources operations and activities including recruitments and hiring and other related activities; perform support duties within the Classified Human Resources Office, including new hire processing, onboarding, reference calls, and related activities; serve as a technical resource and provide information and assistance to employees, administrators, job applicants and the public regarding personnel functions, policies, and procedures.

DISTINGUISHING CHARACTERISTICS:

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. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process newly-hired classified employees and substitutes and orient them with personnel policies and District procedures as required; place and follow up with reference calls, Department of Justice and tuberculosis reports; prepare related documents for processing new hires, promotions, and substitutes, and enter required information into computerized personnel/payroll system, and establish and maintain personnel files.
- Prepare new hire packets, status changes, interview scheduling; communicate to hiring supervisors regarding candidate status and interview outcome notifications.
- Perform a variety of general clerical duties in support of human resources operations and activities including typing, filing, duplicating, and distributing materials; process a variety of forms and applications.
- Receive and direct telephone calls and visitors to appropriate personnel; provide information and assistance to personnel, staff, and the public regarding a variety of personnel matters, such as promotional opportunities, position vacancies and personnel regulations, policies and procedures.
- Process and assist applicants with completing required forms and applications; log incoming applications; verify employment by phone; follow up on employment history references and other information; establish and maintain employee files.

- Operate a variety of office equipment including a copier, calculator, fax machine, computer and assigned software; arrange for equipment repairs as assigned.
- Prepare and distribute application packets for certificated and classified positions; set-up and maintain the job information hotline as assigned; prepare and send to ITS to set up accounts and to payroll for status notices
- Input, update and access a variety of personnel records and information in assigned computer system.
- Receive, sort, review and distribute incoming mail and process outgoing mail as required.
- Communicate with District employees, job applicants, and the public regarding personnel rules, regulations, laws, policies, and procedures and District employment and job opportunities; recruit, schedule and process qualified individuals as substitutes and add the required information to the automated substitute database management system.
- Maintain related records and files of employee absences and placed substitutes; maintain substitute lists; notify appropriate personnel of changes in substitute status and shortage of substitutes as needed; contact newspapers and local colleges to advertise substitute vacancies.
- Perform related clerical duties including answering phones, serve as office receptionist, typing, filing, duplicating, and processing department mail as assigned; assist in preparing meeting notices and supporting documents for Governing Board or Personnel Commission meetings.
- Update personnel and payroll information in accordance with established schedules and timelines; compile, review, code, summarize, and record data, related to employee activities.
- Apply, interpret, and explain District policies, Merit System rules and other pertinent laws, regulations, and procedures.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience in a public personnel office or related setting.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- General personnel office functions, practices, and procedures.
- Basic recruitment and staffing procedures.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.

Human Resources Technician I-Classified

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Operate and monitor the functions of the substitute employee computer system.
- Receive telephone messages and requests for certificated and classified substitutes.
- Assign qualified certificated and classified substitutes to specified job assignments.
- Work independently in utilizing a computerized system to establish and maintain data on employees and substitutes, producing required reports
- Perform a variety of general clerical duties in support of human resources operations and activities.
- Answer telephones and greet visitors courteously.
- Prepare and maintain personnel records and files.
- Learn applicable codes, laws, rules, regulations related to assigned personnel functions.
- Learn organizational personnel procedures and requirements.
- Distribute and screen employment applications and other personnel-related documents.
- Operate a variety of standard office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

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.
- Seeing to view a computer monitor and read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

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

Human Resources Technician I-Classified