

WISEBURN UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN

CONFIDENTIAL

DEFINITION:

The HR Technician provides confidential and secretarial support to the Assistant Superintendent - Human Resources, including entering all personnel and employment related information into the database to ensure correct pay and deductions for all employees. The HR Technician should be the first point of contact for questions from employees and substitutes to analyze requests and provide recommendations for action and communicate information to employees and substitutes on behalf of the Human Resources office. The technician provides information and updates the HR/payroll system with all necessary information, including salary placement, direct deposit, tax status, tracking TB clearances, current credential status, DOJ clearances, EDD audits, medical and dental enrollments and deductions.

REPORTS TO: Assistant Superintendent of Human Resources

DISTINGUISHING CHARACTERISTICS: N/A

EXAMPLES OF DUTIES:

- Assists in maintaining all personnel files of classified and certificated personnel relative to employment, evaluation, contracts, salary placement, resignations and retirements, and inputs necessary changes of status in the County HR System to update master computer files. E
- Keeps certificated and classified personnel and substitute teacher personnel files accurate and up to date. Including credentials, units, medical, evaluations, etc. E
- Processes all credentialing requirements for certificated staff and substitute teachers. E.
- Records changes in salaries, addresses, deductions, credentials and other information pertinent to payroll, and submits necessary changes of status to the County Payroll System to update master computer files. E
- Prepares job postings, screen applications, administer testing, advise sites of qualified applicants. Provide sites with access to applications, assist with interviews, offer jobs to selected applicants and process all new hire paperwork, including DOJ clearance. E
- Provides employees with necessary forms and assists with questions regarding personnel procedures, credentialing, insurance and other available benefit programs, and changes in status. E
- Prepares personnel reports and surveys to the state, county, district and professional organizations, and reports to the Board of Trustees for approval. E
- Keeps all data relating to on the job injuries and submits reports as necessary. E
- Inputs Direct Deposits.
- Manages, in conjunction with third party administrators, all open enrollment options and processes for health and welfare benefits.
- Manages all billing and payments for voluntary deductions, including union deductions, TSA deductions and voluntary deductions for Medical Reimbursement, Life Insurance etc.
- Other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, HRS systems, etc.
- Bookkeeping principles, procedures, and terminology.
- 10-key calculating machine
- Modern office methods and procedures, filing systems, receptionists and telephone techniques, business forms, letter writing, proofreading and report writing.
- Good English usage, including vocabulary, spelling, grammar and punctuation.
- Common public relations courtesies, practices, and techniques.
- A second language.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Establish and maintain cooperative working relationships with school officials and administrators, certificated and classified staff, community, governmental and school agencies.
- Deal effectively with the public and staff in situations requiring diplomacy, friendliness, poise and firmness, as necessary.
- Work independently and make decisions and recommendations.
- Interpret laws, policies, regulations, negotiated agreements and operational procedures concerning personnel services.
- Operate office equipment such as computer, calculator, copier, fax machine, etc.

Experience:

Four years of increasingly responsible payroll, insurance, statistical, financial and personnel record keeping experience, preferably including payroll preparation and insurance experience in a school district using the HRS computer system.

Education and/or Licensure:

A.A. Degree (related field preferable) or 48 semester units.

WORKING CONDITIONS:

Environment:

School office environment

Physical Abilities:

Vision (which may be corrected)	to read small print and maintain records
Hearing (Which may be corrected)	to communicate with staff, to talk on phone
Speech	to communicate with staff, to talk on phone

Dexterity of hands and fingers	to operate office equipment
Sitting for prolonged periods of time	to perform required duties
Bending at waist	To pick up office materials/equipment
Strength	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis

Revised: December, 2021

Approved: 08/17/2022