

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN I (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, perform a variety of technical duties in support of human resources operations and activities; input and maintain classified attendance information; maintain and update worker's compensation claim information; 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; maintain confidentiality of sensitive and privileged information.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician I classification performs technical duties which focus on inputting and maintaining classified attendance information, worker's compensation claim information and providing information and assistance to employees concerning assigned functions. Incumbents assist with initial new hire processes and screening for new job applicants.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of human resources operations and activities; input and maintain classified attendance information; 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; assure accuracy of input and output data; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

Maintain and update worker's compensation claim information including compensation claim hours used for each claim; identify whether supervisors need to meet with employees to discuss modified duty available; serve as a liaison between supervisors, adjusters, employees and medical offices as needed.

Perform various tasks involved in the hiring process of new classified permanent, temporary, part time and substitute employees.

Enter new employee and payroll information into assigned systems; notify payroll department of new hires according to established procedures; calculate and complete late start or early termination contracts according to established guidelines; submit information to payroll department for processing in a timely manner.

Research and compile a variety of information; compile information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary; establish and maintain filing systems.

Input a variety of data into assigned computer systems; maintain automated files and records; generate queries and a variety of computerized lists and reports; assure timely distribution and

receipt of a variety of records and reports; assure accuracy of input and output data.

Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; update job advertisements and notifications for District website and various media; provide information to new employees regarding vacation days, sick days, TB tests, benefits and related rules and regulations provide orientation for new employees and inform employees of rights and responsibilities according to established laws and District policies.

Prepare and maintain a variety of manual and automated personnel files, records and reports related to assigned duties; update, maintain and prepare individual site comp time, sick leave and vacation reports for administrators; track changes in position, probationary and permanent status.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; assist outside agencies to verify employment for current, past and temporary employees.

Receive, screen and make copies of incoming job applications; schedule processing appointments; assist with processing volunteer and chaperone applications as assigned; assist with contacting classified substitute personnel to arrange coverage for employee absences as assigned.

Set up, schedule and proctor tests; review applications and forms for completeness.

Utilize resource programs to assure new employees, substitutes and management receive appropriate trainings at beginning of employment.

Operate a variety of office equipment including a shredder, copier, fax machine, folding machine, computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Human resources office functions, practices and procedures.
- 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 human resources operations and activities.
Participate in the recruitment, screening and processing of new 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.
Prepare announcements for job openings and place advertisements.
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.
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 time lines.
Determine appropriate action within clearly defined guidelines.
Perform mathematical computations.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience including some human resources experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

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 and above shoulders.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017