

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, perform a variety of complex technical duties in support of human resources operations and activities; maintain employee personnel records for administrative, certificated and substitute teachers; maintain assigned databases and prepare and maintain a variety of manual and automated files, records and reports; review and process credentials and assure credentials are properly registered with County office.

DISTINGUISHING CHARACTERISTICS:

The Human Resources II classification is the advanced level in the series and requires knowledge of credentials requirements. Incumbents perform technical duties in maintaining employee records for various types of employees and reviewing and processing credentials to assure proper registration with County office. Incumbents perform duties in entering new employee or termination information and payroll information accordingly.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of human resources operations and activities; perform various tasks involved in the hiring of new administrative, certificated and substitute employees.

Maintain employee personnel records for administrative, certificated and substitute teacher personnel; prepare and maintain a variety of manual and automated files, records and reports related to assigned duties; maintain assigned data bases; review and process credentials and assure personnel are properly assigned and credentials are registered with the County office.

Respond to a variety of requests for information from staff regarding information relating to absences, employment status, salary placement and units on file; answer phone calls and respond to emails accordingly.

Interpret, apply and explain rules, regulations, policies and procedures to new employees.

Maintain accurate substitute absence records using assigned computer systems; assist sites and various employees with resolving problems concerning absences and substitute teacher records; maintain an accurate substitute teacher list to assure District substitute needs are met.

Enter new employee and payroll information into an assigned system; 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.

Generate job postings and assure appropriate credential requirements are listed; update websites with

job posting information as assigned; provide information to prospective applicants and assist with answering questions accordingly.

Perform database maintenance for teacher units and adjusting salaries; collect, review and audit employee transcripts for the purpose of salary increases; request and collect college and university transcripts; review prospective employee credentials according to established procedures.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; contact payroll and other departments to update new hire, change in employment status, leave of absence, late start and early termination contracts.

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

Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Human resources office functions, practices and procedures.
- 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.
- Laws and regulations regarding credentialing.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Update department website content as assigned.
- 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.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

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 and standing 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