



**SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission**

CLASS TITLE: CERTIFICATED HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources or designee, perform a variety of complex and responsible, technical, and clerical functions related to credentialing and certificated personnel procedures requiring independent judgment and discretion and involving frequent employee and public contact; apply knowledge of current laws and requirements pertaining to credentials, and County Education Office policies, rules and regulations.

REPRESENTATIVE DUTIES:

1. Provide a variety of information and assistance in person or on the telephone to school district personnel, staff and the public with regard to credentialing and certificated personnel employment.
2. Assist in processing applications for permits, certificates, and credentials, to be forwarded to the Commission on Teacher Credentialing; register credentials and temporary County Certificates.
3. Assist in preparing certificated employment announcements; advertise for openings; compile and organize application papers; process payments and maintain records on advertising costs.
4. Prepare and distribute workers= compensation report forms and related documents; process claim forms and reports as required; check and verify information.
5. Respond to requests for information; prepare and distribute routine correspondence according to approved procedures.
6. Prepare, type, update, monitor, and maintain a variety of reports, bulletins, records, and files according to approved procedures; verify information as necessary to assure completeness and accuracy.
7. May prepare and maintain credential information for certificated employees of the County Education Office; notify and follow up credential expirations.
8. Operate a variety of office machines and equipment, including computer, typewriter, calculator and copier.

9. Provide information and assistance regarding Commission-approved examinations.
10. Perform essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resources office organization, rules, and procedures.
Modern office practices, procedures, and equipment, including computers.
Record-keeping and data compilation methods and techniques.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal relations skills using tact, patience, and courtesy.

ABILITY TO:

Perform varied and complex technical and clerical work with speed and accuracy.
Quickly acquire technical knowledge of credential application and registration procedures.
Collect, organize, and maintain a variety of information.
Understand and follow oral and written directions.
Demonstrate keyboarding/typing skills and speed as required by the assignment.
Work independently with little direction.
Meet schedules and time lines; plan and organize work.
Maintain records and files and prepare reports.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.
Work confidentially with discretion.
Operate a variety of modern office equipment including computers and related applications with above average speed and accuracy.
Input, manipulate and format text and data using word processing spreadsheet and mainframe interface software programs.

EDUCATION AND EXPERIENCE:

Graduation from high school and three years of increasingly responsible, technical clerical experience, preferably including one year working in a Human Resources office or related field.

WORKING CONDITIONS:

Typical office environment.

APPROVED BY PERSONNEL COMMISSION: April 1, 1993; March 30, 1995; March 27, 1997;
April 26, 2001; December 20, 2001