TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Human Resources Technician **CLASSIFICATION: Classified**
DEPARTMENT: Human Resources – District Office **SALARY: Range 20**

BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Director of Human Resources perform specialized human resources administrative support work of above average difficulty in an automated environment; to have a high level of contact with District staff, applicants, and the public, and to perform related work as required.

ESSENTIAL JOB FUNCTIONS

- Assist with the daily operations of the Substitute system and the processing of substitute employees.
- Acts as point of contact for employee base passes and maintains correspondence with Pass & I.D.
- Process Workers Compensation claims and related records. Maintains contact with employees, payroll technician and the administrator for Workers Comp matters.
- Maintains fingerprinting records and reports; Maintain confidentiality of privileged, sensitive, and confidential information. Acts as District Custodian of Records for Department of Justice.
- Post and advertise job vacancies; distribute job postings using current distribution methods. Receive, enter data, and file applications for employment; screen applications for completeness. Notify applicants of scheduling of tests and interviews. Contact selected individuals and extend invitation to serve as interview panel members. Prepare interview schedules and notify candidates of interview time and place. Schedule facilities for interviews. Prepare interview packets for interview panel members. Set-up room and refreshments for interviews. Contact candidates to schedule site interviews. Notify candidates not selected.
- Arrange appointments for new employee orientation. Perform processing of employees for employment; distribute forms, assist employees in completion of forms; check forms for completeness and consistency of information; provide standard orientation information to new employees. Learn, interpret, and explain personnel related rules and regulations, policies, legal requirements, procedures, mandates, and options to staff; provide information such as sick leave and vacation balance data to employees and managers, upon request sort and close personnel files of terminated employees and enter data to database.
- Enter personnel data to specialized databases and manual records; compare and check data entered against source documents and controls, and research and resolve discrepancies; email, bulletins, reports, forms, lists, labels, statements, envelopes, and similar materials using computer. Compile summaries and reports from records maintained.
- Prepare Personnel Action Lists for Board approval, upload data for Board meetings utilizing Agenda-On-Line or other software, and generates follow-up Board Action letters.
- Perform varied administrative support work such as scheduling meetings, confirming meetings by telephone and in writing, scheduling meeting rooms, gathering information, preparing agendas and minutes from rough drafts, maintaining manual and automated records, explaining processes and procedures, etc.
- Answer telephone, take messages, and transfer calls; answer a variety of questions regarding classified and certificated personnel practices, procedures and processes. Take detailed telephone messages and instructions

from legal counsel on personnel and labor relations matters. Receive, open, date stamp, and distribute mail; receive and enter documents to automated and manual logs and tracking systems.

- Establish and maintain filing systems for official District employee files and employment assessment materials files.
- Keep up to date with PERS and STRS regulations as it applies to school district employment.
- Participate in District-mandated training and retraining programs.

ADDITIONAL JOB FUNCTIONS

- Assists District compliance with Family Medical Leave.
- Assists with Certificated and Classified layoffs and rehire list.
- Carries out other duties, as assigned.

EMPLOYMENT STANDARDS

Requirements:

- Knowledge of personnel laws, rules, codes, regulations, and procedures
- Ability to interpret and explain Education Code provisions pertaining to personnel
- Ability to interpret, apply, and explain personnel laws and procedures
- Ability to maintain accurate and complete records and to prepare clear and concise reports
- Ability to analyze situations accurately and to adopt an effective course of action
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to understand and carry out oral and written directions

Requires ability to:

- Read and write at a level sufficient for the performance of assigned duties.
- Operate standard office machines and office computer software.
- Independently problem solve using outcome oriented directions.
- Independently manage detail-oriented routine duties and projects.
- Balance multiple priorities in a fast-paced office environment.
- Interact effectively with employees.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

A bachelor's degree is preferred, and/or at least three years of experience in an educational setting or related field.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material and to identify and distinguish objects
- Sufficient hearing to hear conversations in person and on the telephone, and to hear sounds clearly up to five feet
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and while addressing groups of people
- Ability to exert up to ten pounds of force to lift, carry, push, pull, or otherwise move objects
- Ability to stand, walk, sit, or reach for extended periods of time
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites
- Employees in this classification work in a standard office environment with occasional movement outdoors between buildings.