

**27J SCHOOLS
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Human Resources Technician
Date Prepared or Last Modified: December 2020
Work Year: 12 months
Department: Human Resources
Reports To: Chief Human Resources Officer/HR Manager

SUMMARY: Provides assistance to Human Resources CHRO/HR Manager in processing job vacancy documentation, application materials, employment paperwork and other clerical functions. Troubleshoots, provides technical support and instruction for the AppliTrack online employment application system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 30% Processes new classified employee paperwork. Completes online verification of new employee Social Security numbers as per Federal Government mandates. Reports new hires to the Colorado State Directory of New Hires. Reviews CBI and FBI fingerprint results to assure the employee is suitable for the educational environment. Reviews and affirms the accuracy of identification documents provided by new employees as required by the Department of Homeland Security.
- D 10% Enters new employee data in the HRS system utilizing research of payroll assignment codes to designate appropriate job, location and category codes. Enters employee information into information systems and requests technology access. Sets up and maintains employee files and processes terminated employee files.
- D 10% Maintains databases to track accuracy and compliance with employee evaluations and other personnel actions and reports.
- D 10% Serves as a contact person for AppliTrack online application system. Assists applicants and hiring managers with application process, document submittal and other questions. Provides training as needed. Administers applicant testing.
- D 5% Assists with new classified employee orientations.
- D 5% Files first report of injury for all district employees and provides information for Human Resources Manager regarding workers' compensation injuries and coordination of care.
- D 5% Maintains databases to track accuracy and employee compliance with government mandates and Superintendent Policies including but not limited to: teacher licensure, employee evaluations, returned contracts, and other personnel actions and reports.
- D 5% Creates hiring statistics reports; and other documents requested by Chief Human Resources Officer.
- D 5% Responds to employee inquiries/requests, verification of income and employment requests and age verifications.
- A 5% Assists Human Resources Manager with planning, implementation and presenting information at new certified/administrative employee orientations.
- A 4% Assists Human Resources Manager with recruiting efforts and applicant data received. Assist in the planning of fairs and attends fairs.

Ongoing 1% Performs other duties as assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: HS diploma or equivalent, plus specialized technical courses in office or secretarial work. Moderate user of MS office and general office software overall must feel very comfortable with computers. Be knowledgeable of various external and internal databases.

EXPERIENCE: Over two years, and up to and including three years' experience in an office environment in a clerical role.

SKILLS, KNOWLEDGE, & EQUIPMENT: General office skills required at the time of hire. Intermediate computer skills; experience with Microsoft Outlook, Word and Excel. Excellent oral and written communication skills; basic business and math skills; bilingual skills helpful but not required. Strong customer service skills; critical thinking and problem solving skills. Ability to handle confidential and sensitive information with discretion. Must become familiar with the ALIO Database and AppliTrack application software within six months of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: None required. This position is a resource for current employees and principals/administrators using AppliTrack, as well as outside applicants.

JUDGMENT AND DECISION MAKING: Human Resources Specialist - Classified will provide direction to the necessary tasks and timelines. Decision-making involves collaborations with the Human Resources Department.

DIVERSITY OF DUTIES: Knowledge of human resources and basic employment law; basic accounting, and payroll knowledge; intermediate level of knowledge of computer hardware and software; knowledge regarding working in a union environment under negotiated agreements. Requires extensive knowledge of the AppliTrack applicant tracking system. The position must also know the SubFinder system to act as a back-up. Sensitive to, and able to identify situations that require referral to Human Resources Manager or the Chief Human Resources Officer.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: While performing the duties of this job, the employee is regularly required to sit, use hands or fingers to handle or feel, reach with hands and arms and to talk or hear. The employee frequently is required to stand or walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close and distant vision, the ability to identify and distinguish colors, to use peripheral vision and depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate, coordinate and compute, as well as use interpersonal skills, compile and solve everyday issues. The employee is frequently required to compare, analyze, copy, instruct and evaluate.