



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** HUMAN RESOURCES TECHNICIAN  
**REPORTS TO:** Deputy Superintendent of HR & Student Services **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Month  
**SALARY:** Range 38 – Classified Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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#### **JOB SUMMARY:**

Under general supervision, perform a variety of technical personnel administrative duties including but not limited to assisting employee recruitment and hiring, forms processing and records maintenance, and District and department communications. This position plans and carries out these tasks and handles problems in the work assignment in accordance with instructions, policies, or previous training. The work consists of duties that involve related steps, processes or methods. The Position has significant contact with all district employees including retirees for the purpose of which to clarify or give facts or information. The incumbent will act as a relief receptionist for the District Office.

#### **ESSENTIAL FUNCTIONS:**

1. Prepare job postings and contracts for coaches and co-curricular activities.
2. Verify data information and clearance on all coaches in SportsNet.
3. Conduct new hire onboarding orientation.
4. Compile new hire employment paperwork and enter information into the HR information system for payroll action.
5. Reconcile applicants for Department of Justice billings.
6. Maintain coaches and co-curricular personnel files.
7. Maintain stipend records on all coaches and co-curricular positions.
8. Generate end of season Coach Recognition data.
9. Assist HR Generalist and Credential Analyst in preparing and distributing job announcements, provide information to job applicants about employment procedures, examinations, selection processes, and job requirements.
10. Set up testing rooms, proctor and score written examinations, prepare interview folders, schedule and interview appointments.
11. Type a variety of correspondence memoranda, reports, in-service transaction forms, candidate test invitation letters, notifications of examination results, and other personnel documents.
12. Compile and maintain paper screening, employment testing, affirmative action data, and related personnel records using computer database programs.
13. Prepare personnel items for submission to the Board of Trustees agenda meetings.
14. Assist in conducting new employee orientations.
15. Assist Student Services as needed.
16. Act as relief receptionist for District Office.
17. Perform filing duties for the HR department.
18. Track HR communication to all employees.
19. Perform other related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- AA degree required or equivalent plus coursework or professional training in the office occupations field.
- HR experience required.

**KNOWLEDGE OF:**

- Operations, policies and objectives generally found in human resources functions within an organization.
- Principles and practices of effective and efficient customer services.
- Advanced knowledge of word processing programs, including but not limited to all Microsoft Office applications including Human Resources Information System (HRIS) computer application software.
- Effective and efficient record-keeping techniques.
- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Business letter writing and basic report preparation.
- Business mathematics.

**EXPERIENCED WITH:**

- Interact with public, staff and administration in a professional manner.
- Research, interpret and apply rules and regulations related to personnel policies and guidelines, and survey techniques.
- Use tact and good judgment in informing applicants, candidates, and employees about human resources rules, policies, and procedures.
- Communicate complex information clearly and concisely both orally and in writing.
- Maintain database records and files using computer software including spreadsheets.
- Compile information and prepare reports.
- Make arithmetic calculations with speed and accuracy.
- Communicate clearly, orally and in writing.
- Operate a computer and human resources information system software.
- Establish and maintain effective relationships with those contacted in the course of work.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet schedules and time lines.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

**LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.