

HUMAN RESOURCES TECHNICIAN

DEFINITION

Under direction, perform technical and responsible clerical and accounting tasks; responsible for a specialized unit of activity which includes entry, control, and manipulation of data in the computerized personnel records and database system and the substitute management system; may direct clerical personnel and/or coordinate and organize the functions and activities of other personnel; perform routine administrative tasks for more than one manager/supervisor; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform specialized and technical clerical work related to the Human Resource functions involving analysis of a variety of materials and a thorough familiarity with policies, regulations, practices, terminology and applicable legal provisions; organize, coordinate and lead clerical personnel; compile a variety of narrative and statistical reports; investigate, search and locate sources of information; devise forms to compile and abstract data, and determine report formatting; answer questions regarding complex and technical data, give explanations of laws, policies or procedures; perform complex and technical clerical functions using independent judgment, referring only unusual matters to supervisors; establish and maintain alphabetical, numerical, subject matter and other classification files and catalogues; type from rough drafts, and notes; prepare indices and cross reference files concerning a variety of files and records; initiate and receive a variety of telephone and personal contacts from District employees and the public concerning the technical and responsible functions of the work unit; distribute, screen, and process employment applications and other personnel-related documents; schedule and process Live Scan fingerprinting for District employees, job applicants, and members of the public; prepare and submit board agenda items pertaining to District personnel; assist in the orientation and training of personnel; operate a computer terminal, word processing equipment and prepare input material for use with a computer-assisted information management, storage and retrieval system; assist District personnel and the general public in completing a variety of forms and documents; coordinate posting of information and data to records and files which have legal, administrative or confidential significance; contact and assign substitute personnel to replace absent employees; perform other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Computers and various computer programs;
Statistical and fiscal record management, storage, and retrieval systems;
Manual, machine, and computer-assisted accounting record management systems;
Utilization and adaptation of computer software packages for a variety of applications;
Standard office practices, procedures, and techniques;
Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;
Basic techniques and strategies of planning and organization;
Effective reception and/or telephone techniques, correspondence and report writing and proofreading;
Standard office machines and equipment, including transcription and word processing equipment;

Ability to:

Understand and follow policies, procedures, legal mandates, regulations, guidelines, and techniques, pertaining to the provision of specialized human resources services;
Prepare clear, concise, and comprehensive reports pertaining to specialized and technical subject matter;

Ability to (continued):

Perform complex and specialized clerical work utilizing independent judgment, and requiring speed and accuracy;

Organize, coordinate, and lead the work of other clerical personnel;

Accurately interpret legal mandates, District policies, rules, and regulations, and apply them to a variety of operational procedures;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy. Capable operation of word processing equipment and/or computer terminals.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, including coursework or training in business practices, office management, record management and storage and retrieval systems.

Experience:

Two years of responsible or specialized clerical experience, preferably in a public school organization, including some experience in organizing and coordinating specialized clerical functions.

LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier. A valid first aid certificate will be required for some assignments.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I