

Position: Human Resource Technician II	FSLA: Non-exempt
Department: Human Resources	Salary Grade: 18
Reports to: Assistant Superintendent of Human Resources	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Assistant Superintendent of Human Resources, performs a variety of technical and advanced clerical work in the human resources areas of recruitment and selection support, analysis of credentials, HRIS administration, job classification and description, and employee relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May be required to perform the essential duties and responsibilities of the district receptionist.
- Provides information to and serves as mentor for team members and others on personnel policies, rules and regulations.
- Composes letters regarding employment or other personnel matters.
- Acts as back-up and mentor for the Human Resources Technician I as needed.
- Answers inquiries regarding job openings and hiring procedures.
- Performs duties related to the recruitment, hiring and processing of assigned groups of employees and substitutes.
- Conducts orientation and processing of new employees regarding benefit program.
- Maintains and updates all classified and/or certificated staff personnel files and other confidential information.
- Maintains seniority lists.
- Notifies administrative staff of due dates for performance evaluations; monitors receipt and follows up on late evaluations.
- Assures that new employees complete all hiring requirements, including but not limited to, TB testing, fingerprint clearance, and certifications; processes necessary paperwork.
- Oversees the administration of classified testing and maintenance of testing material.
- Oversees the maintenance of the database of classified testing results.
- Assures that required credentials, licenses, tests, and training are obtained and maintained by employees in a timely manner.

- Assigns, composes and prepares certificated and/or classified personnel recommendation reports for top administration and governing boards. Initiates follow-up work after official action.
- Is prepared to act as back up for the substitute management system.
- Maintains statistical files and charts on salaries and other information for use in preparation of reports.
- Coordinates and participates in the recruitment, hiring and processing of assigned groups of employees and substitutes. May screen and provide classified substitutes to school sites and the Education Center.
- Prepares recommendations for employment. Determines salary and insurance eligibility.
- Issues notices of employment.
- Compiles reports for federal, local and private agencies. Calculates employee costs for specially funded programs.
- Monitors the volunteer clearance process.
- Trains, orients, and assists other Human Resources staff as necessary to accomplish the objectives of the team.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Generally accepted personnel management practices, fair employment practices and laws.
- Common employee benefit plan provisions.
- District procedures and requirements regarding classified or certificated personnel.
- Basic State of California credential requirements and processing.
- Personnel policies, rules and regulations.
- Office practices, procedures and equipment, including filing systems, and letter and report writing.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Carry out all aspects of the position.
- Interpret the policies, procedures, techniques, and rules governing human resources management at the District.
- Achieve harmony and cooperation in communications with others.
- Use extreme discretion when dealing with oral and written communications about employees.
- Prepare professional correspondence for routine communications staff and the public.
- Convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.
- Access relational databases, verify numerical and demographic information, and enter information onto established data entry screens
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.

PHYSICAL ABILITIES

This position:

- Requires sufficient hand/eye coordination and manual dexterity to keyboard at an appropriate rate.
- Involves light work including some walking, standing, stooping, occasional carrying and lifting of lightweight materials.
- Requires visual acuity and depth perception to recognize words and numbers; hand and finger dexterity and hand/eye coordination to use a computer keyboard and common office equipment.
- Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Completion of at least two-years of higher level education and a minimum of three years of experience in a human resources or employment office are desired. Other combinations of education and experience may be substituted.

LICENSES AND CERTIFICATES

A typing certificate for 45 words per minute.

Adopted: June 2001

Revised: November 12, 2003

Typing speed revised: March 1, 2006