

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of professional duties in support of human resources operations and activities; participate in the recruitment, screening and processing of classified or certificated substitute personnel; respond to unemployment claims and process terminations of substitute personnel; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare maintain, monitor a variety of manual and automated personnel files, records and reports. Note: The intent of the word "or" is one or the other classification of substitutes, not both.

REPRESENTATIVE DUTIES:

Perform complex and specialized functions in support of the recruitment, selection, employment, termination and processing of the District's substitute applicants and employees.

Create, input, and/or review district personnel requisitions to determine appropriate action; prepare County information forms ensuring proper coding of classification, salary pay cycle, action code and retirement plan and status and various stipends; input data to ensure that employees are paid on time and accurately.

Assign and schedule substitutes as needed; communicate daily with school sites regarding employee absences; process requests for substitutes for in-services and conferences.

Communicate with departments and sites to exchange or correct information and resolve discrepancies related to payroll and personnel functions.

Provide informational resources to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Process new substitute employees according to established procedures to ensure compliance with district and state rules and regulations; take identification photos as needed; assign and schedule substitutes as needed; communicate daily with school sites regarding employee absences; monitor sub-finder system for coverage of absences; process requests for substitutes for in-services and conferences.

Track each long-term substitute to determine eligibility for benefits per contract language, notify employee and appropriate district personnel.

Respond to and process unemployment claims from EDD or other legal requests.

Type, prepare and distribute announcements for job openings and advertisements; collect and review applications for qualifications and completeness.

Determine appropriate test; schedule, administer and score applicable tests; prepare eligibility lists and schedule interviews; inform applicants of results.

Schedule and conduct new substitute employee onboarding; assist new employees in applying for substitute credentials and assist in the renewal of substitute credentials.

Maintain and process a wide variety of information related to assigned personnel records; input information into computerized databases and generate a variety of reports and lists; assure the timely distribution of records and reports; forward documents to appropriate departments.

Answer phones; take and relay messages; perform a variety of clerical duties and provide assistance to other personnel as directed.

Prepare appropriate agenda material and Board reports related to substitute personnel; process paperwork on new substitute personnel.

Prepare and maintain a variety of statistical records and reports.

Communicate and coordinate with college placement officers, newspapers and other recruiting related agencies regarding the recruitment, interviews and placement of potential District staff.

Operate a variety of office machines.

Operate a variety of computer software, including databases and spreadsheets. Compile, prepare and maintain a variety of confidential records, files, lists and reports; purge assigned records and files in accordance with established guidelines; maintain confidentiality of sensitive and privileged information.

Process Megan's Law clearance checks for volunteers.

Process volunteers, new student employees and hourly classified employees according to established procedures to ensure compliance with district and state rules and regulations.

Initiate, receive, refer telephone calls; interpret, apply and explain laws, codes, policies and

bargaining agreement language related to assigned functions.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures, rules and regulations concerning substitute personnel.

Classified or Certificated contract agreements.

Modern office practices, procedures and equipment and various computer software.

Record-keeping techniques.

Operation of a computer terminal.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws, contracts, rules, regulations, policies and procedures.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical duties in support of the operations and activities concerning substitute personnel.

Read and interpret transcript following applicable sections of state and federal laws, codes and regulations.

Inform applicants and employees regarding District employment policies.

Make arithmetic computations with speed and accuracy.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Read, interpret, and follow applicable sections of certificated or classified contract agreement.

Explain District rules, regulations, policies and procedures.

Work confidentially with discretion.

Maintain records and prepare reports.

Type at 30 words net per minute from clear copy.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Input data with accuracy.

Work independently with little direction.

Plan and organize work.

Provide work direction to others.

Operate a variety of office machines including calculator, computer and word processing hardware, printer, copier and scanner.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and two years increasingly responsible clerical experience, preferably including experience in a personnel office.

WORKING CONDITIONS:

District office environment subject to frequent interruptions. Subject to exposure to communicable diseases.