

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical and specialized functions in support of the Human Resources Department; credential and process certificated, classified and substitute employees and applications; schedule and process Live Scan fingerprinting for the District and public; maintain confidentiality of sensitive and privileged information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Review classified and certificated applications; send correspondence to applicants; update job advertisement pages and websites; compile and distribute testing materials; conduct testing of applicants in accordance with established guidelines, policies and procedures; arrange and follow-up for clearance on fingerprints; inform applicants of hiring status as appropriate; release eligible applicants to appropriate administrators.

Track credential expirations; notify teachers and other certificated employees of impending expirations; print and disburse current credentials and files once completed.

Process university transcripts for salary movement; process personnel action forms and submit for authorization; update faculty contracts and notify employee of salary movement in accordance with applicable rules and regulations.

Greet visitors, explain fingerprinting process, distribute appropriate paperwork and assist applicants with completing required forms and applications.

Schedule and process Live Scan fingerprinting for District employees, job applicants and members of the public; arrange and follow-up on clearance for fingerprinting.

Receive, process, distribute and assure proper completion of required forms and applications; submit forms to applicants, appropriate departments and the Department of Justice.

Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets.

Create, prepare, schedule, proctor, score and record examinations; notify examinees of results; certify applicants; maintain appropriate test database.

Generate and distribute identification badges for employees; reprint lost, broken or other missing badges; reprint new photographs for employees as requested.

Monitor medical test renewals for employees; disburse renewal letters and emails; process and file completed renewals as appropriate.

Process employment verifications for loan forgiveness, bank loans and employment purposes; review years of employment and job titles; notify employees regarding completion; forward documents to appropriate parties as required.

Process student teacher placements; submit contracts, agreements and memorandums of understanding; review documents for compliance with District requirements; rectify missing or incomplete information; place student teachers at school sites in accordance with established guidelines, policies and procedures.

Perform systems operations and monitoring of absences as assigned by the position; contact substitute employees to assure appropriate staffing levels; register new substitutes and generate profiles into automated systems; process substitute staff development functions; screen substitute teacher applicants.

Serve as an informational resource 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.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, job location, job assignment, career step and class, and salary.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.

Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.
Practices and procedures related to classified and/or certificated personnel.
Applicable laws, codes, regulations, policies and procedures.
Live Scan fingerprinting methods, techniques and regulations.
Operations, policies and objectives relating to human resources activities.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities.
Participate in the recruitment, screening and processing of new personnel.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Work confidentially with discretion.
Schedule and process Live Scan fingerprinting for the District and public.
Serve as a fingerprint assistant and process fingerprints and submit data to the Department of Justice and Federal Bureau of Investigation.
Compose correspondence and written materials independently.
Type or input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college level coursework in business administration, human resources, or related field is desired.

Experience: Three years increasingly responsible clerical experience including one year of human resources experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.