



JOB DESCRIPTION

Human Resources Technician – Confidential

Reports to:	Assistant Superintendent, Human Resources	Employment Group / Salary Range:	Confidential
Dept:	Human Resources	FLSA:	Non-exempt
Annual Workdays:	261	Formal Review Date: Board Approval Date:	10/16/23 11/06/23

PRIMARY FUNCTIONS

Under general supervision, performs responsible and moderately complex technical and administrative duties in support of the District’s Human Resources department and programs; processes personnel requisitions and coordinates position control; performs data entry and tracking of a variety of processes; assists with the recruitment and hiring process; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Processes personnel action forms, leaves and hiring paperwork as assigned; verifies accuracy of information with managers, employees and third parties and inputs or updates data in the system; creates and maintains personnel files and records as assigned.
- Creates, develops, maintains and updates specialized human resources forms, databases, logs, files, records and reports; designs, develops and maintains spreadsheets and databases requiring data interpretation, reconciliation and manipulation.
- Runs and reconciles position control reports; works with managers and supervisors to reconcile staffing requirements and track employee site placement; ensures employees payroll coding is correct.
- Assembles distributes and explains hiring information packets including benefit and retirement data; coordinates pre-employment required paperwork and processes including scheduling pre-placement physicals, monitoring and reconciling fingerprint and background checks as assigned; provides backup to Human Resources Specialists and other staff during peak application and hiring periods.
- Provides support for the District’s collective bargaining process; researches and collects data and information, makes recommendations on District proposals, and provides input to contract language; may participate in bargaining meetings.
- Processes and monitors classified substitutes and walk on coaches; volunteers; processes certificated substitute work calendars.
- Maintains, orders, duplicates and/or distributes a variety of human resources-related handbooks, forms and packets; assign and monitor a variety of employment related requirements.

- Answers questions relating to employee health and welfare benefits; assists with research to determine employee eligibility for specific benefits.

OTHER DUTIES:

- Provides backup to other department staff as needed.
- May assist with updating and maintaining Human Resources website.
- Performs related duties as assigned.

QUALIFICATIONS**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an associate degree program and one year of closely related work experience in human resources administrative support; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

- Human resource policies, procedures and practices related to position control, selection, hiring, benefit programs and related functions.
- Policies, procedures and processes necessary to screen applicants for minimum qualification.
- Basic research methods and data analysis techniques.
- The district's personnel recordkeeping systems, practices and procedures for processing employee and applicant information.
- Practices, concepts and techniques used in customer service, public relations and community outreach.
- Modern office practices, procedures and equipment including computers and applicable software programs.
- Operations, services and activities of a K-12 school district.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
- Safety policies and safe work practices applicable to the work.

Skills and Abilities to:

- Provide technical support for the recruitment and selection process and other human resources programs.
- Explain and process hiring paperwork and other human resources forms for new and returning employees.
- Represent the District and department effectively with other departments, applicants and hiring committees.
- Understand, interpret and explain the application of policies, procedures and plan provisions pertaining to assigned areas of responsibility.
- Prepare and maintain accurate and complete files and records.
- Perform specialized data entry rapidly and with a high degree of accuracy and maintain confidentiality of District and personnel files and records.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Establish priorities and work effectively and independently with many demands on time.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and

situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed