BUENA PARK SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN II

DEFINITIONS

Under general supervision, performs a variety of specialized personnel duties in the operation of a District human resources department; aids in the organization and conduct of recruitment, examination, selection, and employment processes; monitors certificated assignments; perform a variety of technical duties, including retirement benefit, Workers' Compensation, and return to work programs; performs other related work as required.

EXAMPLES OF DUTIES

Plans, organizes, and performs a variety of complex and technical personnel functions of a human resources management system; provides information and services to staff members, applicants, and the educational community regarding human resources-related issues; serves as a lead in all aspects of employee hiring process job posting, recruitment, examination, schedule interviews, and selection of candidates; assists with the administration of Workers' Compensation claims with employees, claims administrators, and immediate supervisors; determines and directs employees to approved medical clinic or emergency room for initial treatment; works with third party administrator by reporting injuries, providing and collecting documentation, maintaining worker compensation files; assists initiation of accommodation meetings, tracks modified duty accommodations and follow-up meetings; and prepares and sends communication initiating concurrent FMLA leave and advises employees of disability entitlements and benefits; reviews employee accident reports for completeness; researches, compiles and prepares reports relating to employee compensation, status, and other areas; authorizes teaching assignments and provides options for misassignments; performs formal and informal assignment monitoring of all teaching assignments; provides advice, counsel, and assistance in the renewal and application process of credentials/authorizations required for employment; answers questions and interprets technical matters concerning the certification process; serves as a liaison between the District, County, and the Commission of Teacher Credentialing; maintains complex and confidential files and records for management, certificated and classified employees; independently prepares correspondence, often including highly sensitive material; facilitates the processing of human resources-related correspondence/reports, including verifications of employment and unemployment insurance claims; coordinates the on-boarding process; as needed, researches, analyzes, interprets, advises and applies laws, policies, rules and procedures pertaining to employment issues; explains the intertwining and relationship with the utilization of FMLA, CFRA, and paid leaves; and perform other duties as assigned by supervisor.

QUALIFICATIONS

Knowledge of:

- District policies, rules and regulations, and state and federal statutes pertaining to human resources, credentialing issues, and school district operations.
- Administrator Assignment Manual
- Principles and practices related to Workers' Compensation
- FMLA, CFRA, and CBA leave related issues
- Principles, methods and practices of human resources management.
- Modern office methods, practices and procedures including, but not limited to, business forms, letters, report writing, proofreading, office machines and equipment, computer skills, as well as routine records management, storage and retrieval systems.
- Basic mathematics and correct English usage and vocabulary, including spelling, grammar and punctuation, and report writing.
- Keyboarding and computer applications (i.e., word processing, spreadsheets, and other County and State utilized software programs)

Ability to:

- Perform the essential functions of the job with or without reasonable accommodation.
- Perform a variety of complex personnel duties which require independent judgment, accuracy, speed and consistency.
- Interpret rules and written directions that apply to legal mandates, policies, rule and regulations.
- Engage with employees and explain legal and Education Code issues in an understandable manner, demonstrating strong interpersonal skills
- Monitor and follow up with paperwork requirements in all aspects of human resources management and credentialing in a K-8 school district.
- Communicate effectively in oral and written form, including the preparation of clear and comprehensive reports and documentation.
- Make arithmetical computations.
- Perform routine tasks utilizing and operating a variety of office equipment and microcomputer and peripheral equipment.
- Type at a net corrected speed of 40 words per minute, as well as demonstrate computer literacy in word processing and spreadsheet applications.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships and effective customer service with staff, the public, and the educational community.

EXPERIENCE

A minimum of three (3) years of responsible secretarial/clerical experience involving public contact, and related to, human resources in a school district setting.

EDUCATION

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business, human resources management, organization and planning.

LICENSE REQUIREMENT

Possession of a valid California driver's license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

COMPENSATION/WORK CALENDAR

12 Month Classified Calendar
Placement on the Classified Salary Schedule, Range 53

First Reading: 3/10/2025 Board Meeting
Recommended Second Reading/Approval: 4/14/2025 Board Meeting