

CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN III (SUB DESK)

JOB SUMMARY:

Under general supervision, performs a wide variety of complex and specialized clerical duties including Human Resources technology, and performs related work as required involving cross-training within the Human Resources Department.

ESSENTIAL JOB FUNCTIONS:

- Administers and troubleshoots the computerized Absence Management System.
- Assists employees/supervisors in the utilization of the Absence Management System.
- Compiles and maintains substitute employee records utilizing various computer programs.
- Completes forms and provides reports as documentation for the unemployment claims for substitute employees.
- Assists public and employees in matters related to Human Resources and employment.
- Assists with new substitute orientations.
- Maintains and updates substitute employment forms and letters.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at the level of Human Resources Technician II or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a speed of 45 net words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships, and work early morning hours.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, and punctuation; mathematical processes; and standard office machines, equipment, and personal computer devices.
- High school diploma or GED required.

Classified Salary Schedule: Range 27
BOARD APPROVED: 10/11/17
REVISION DATES: 7/16/23
08/09/2023