CHULA VISTA ELEMENTARY SCHOOL DISTRICT
84 EAST 'J' STREET, CHULA VISTA, CA 91910

CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN II

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

- Assists with processing newly contracted employees.
- Maintains personnel records utilizing various computer programs.
- Monitors evaluations for classified contracted employees.
- Prepares appropriate letters on human resources items approved by the Board.
- Assists the public and employees in matters related to Human Resources and employment.
- Answers phones in Human Resources.
- Releases District receptionist for breaks and lunch.
- Files documents for Human Resources personnel.
- Assists in proctoring classified testing.
- Assists in the maintenance of the TB clearance process.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at the level of Human Resources Technician I 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; compose correspondence in response to routine inquiries; type or keyboard at a net corrected speed of 45 words per minute; understand and carry out oral and written directions; and establish and maintain cooperative working relationships.

- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.

- High school diploma or GED required, including or supplemented by courses in typing/keyboarding and office practices.

Classified Salary Schedule: *Range 25*
BOARD APPROVED: *12/9/97*
REVISION DATES: *9/14/24*
11/18/15
7/16/23
08/09/2023