

CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN III

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.
- Answer phone calls, and emails.
- Releases District receptionist for breaks and lunch.
- Places orders and maintains Human Resources supplies and forms.
- Files documents for Human Resources personnel.
- Maintains personnel records utilizing various computer programs.
- Monitors evaluations for classified contracted employees.
- Inputs and updates the Human Resources Directory.
- Processes District employee change of address/phone information.
- Maintains CPR records including sign ups, payment, and CPR cards.
- Maintains and updates TB clearances.
- Assists with proctoring of classified testing.
- Assists with classified scantron scoring.
- Prepares appropriate letters on Human Resources items approved by the Board.
- Assists **the** public and employees in matters related to Human Resources and employment.
- 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; establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; and standard office machines, equipment, and personal computer applications.
- Graduation from high school or equivalent, including or supplemented by courses in typing/keyboarding and office practices.

Classified Salary Schedule: Range 11

BOARD APPROVED:

REVISION DATES: 11/14/18