

Sunnyvale School District
Position Title: Human Resources Technician

Department/Site: Human Resources

Work days/month: 261 days/12 months

Salary: Range 34 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of the assigned supervisor, performs a variety of skilled and technical support duties within the Human Resources Department; assists in the recruitment and selection process of employees, maintains personnel records according to District processes, verifies personnel status and other employment requirements per State and Federal regulations. The Human Resources Technician will use tact and excellent communication skills to support the mission and values of the Sunnyvale School District and of the Human Resources Department.

Essential Duties & Responsibilities:

- Performs a wide range of routine to moderately complex administrative tasks assisting with daily operations and efficiency of the Human Resources Department.
- Responds to correspondence and phone calls regarding District employment processes and general human resources policies, procedures, and regulations.
- Verifies applications, forms, and records for accuracy, completeness, and compliance with District, State, and Federal employment guidelines; updates records and other pertinent documents as appropriate.
- Supports District recruiting and hiring efforts by scheduling interviews, meetings, maintaining calendars, and ensuring effective communication with candidates.
- Processes new employees, including those filling substitute and other short-term assignments.
- Operates and maintains the substitute employee management system; assists users in basic operations of the system; maintains system data for the HR Department; and prepares related reports as requested.
- Evaluates employee work records and reports to determine eligibility for leaves and benefits in accordance with state and federal law; independently composes correspondence to employees regarding eligibility for leaves and benefits.
- Manages electronic files in using modern technology solutions, such as a document imaging database and/or district records archive.
- Arranges and schedules candidate and employee appointments such as panel and second interviews, candidate orientations, assessment exams, and TB tests/physicals.
- Fingerprints prospective candidates and other classifications as appropriate.
- Advises substitute teachers regarding their credential requirements/applications.
- Conducts comprehensive professional reference checks as necessary.
- Creates a variety of applicant and employee correspondence, and responds to general employment inquiries; prepares interview and/or orientation materials.
- Maintains current knowledge of legal requirements and policies used in the Human Resources Department.
- Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Personnel record-keeping and report preparation techniques.
- Laws, codes, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- Current office practices, procedures, and equipment.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- District technology programs, platforms, and applications.

Abilities:

- Communicate professionally and clearly both verbally and in writing.
- Work cooperatively with diverse staff, students, and community.

- Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when faced with challenges.
- Follow verbal and written instructions with minimal supervision and using good judgment.
- Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
- Maintain accurate records.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Interpret, explain, and apply Sunnyvale School District policies and procedures regarding classified and certificated human resources programs and activities.
- Perform both automated and manual human resources-related recordkeeping with a high degree of accuracy
- Update skills as new technologies come into use.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

Education and Experience:

- Graduation from high school; AND three (4) years of responsible office or HR experience, preferably in a District Office or school setting. Associate Arts degree or equivalent preferred.

Working Conditions:

1. **Environment:**
 - Indoor work environment.
2. **Physical Requirements:**
 - Visual acuity to read a variety of materials in both print and digital formats.
 - Auditory ability to exchange information.
 - Sitting for extended periods.
 - Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
 - Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
 - Ability to lift up to 25 pounds.

Terms Of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).