

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN (RANGE 30)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical personnel duties in the area of recruitment, examination, placement and maintenance of applicant records and files.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical and technical duties in support of the District's recruitment program; communicate with job applicants and provide information; prepare rejection letters or make offers of employment. *E*

Provide technical information and assistance in person and on the telephone to District personnel, staff and job applicants. *E*

Verify work experience and evaluate transcripts of applicants to determine qualifications for vacancies. *E*

Process, prepare, record and maintain information for applicants/employees such as Walk on Coaches. *E*

Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters relating to the recruitment and selection of applicants for advertised vacancies. *E*

Perform live scan fingerprinting to electronically capture fingerprint images and accompanying data for transmission to the Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and California Commission on Teacher Credentialing (CCTC) depending on applicant type. *E*

Process and maintain information regarding leaves of absence (e.g. Sick, Maternity, FMLA/CFRA, etc.) related to classified and certificated employees. *E*

Assist with the reasonable accommodations process for classified and certificated employees.

Process, maintain and respond to information from the Employment Development Department (EDD) regarding unemployment claims. *E*

Assist with planning, organizing and developing programs (e.g. professional growth activities, employee events, etc.) *E*

Receive and process personnel action requests, prepare and distribute vacancy notices; place advertisements according to established procedures and guidelines. *E*

Select applicants who meet job requirements and qualifications to interview with supervisors and managers for final selection for vacancy and long term assignments. *E*

Prepare, index, scan and check for quality control of personnel documents into the paperless on-line document system for retention of records. *E*

Assist in revising, modifying or developing classified recruitment and testing procedures. *E*

Revised 09/23/16

E = Essential Function

Process and maintain a variety of information related to the classified professional growth program. *E*

Research and analyze data in updating of personnel policies and procedures. *E*

Maintain log of employees' evaluation dates and type of evaluation; notify appropriate administrator of due dates. *E*

Process applications for summer school, create lists and process employees for proper payment for summer work. *E*

Prepare, type, update and maintain a variety of materials related to assigned activities; verify and post information as assigned; assure completeness and accuracy of materials. *E*

Prepare, distribute, receive, record and maintain files of job applications and other information; screen for completeness and forward appropriate information for review. *E*

Perform duties related to the examination of applicants as required; assemble and organize written examination materials; administer, correct and score exams. *E*

Recruit panel members; schedule and arrange interviews; gather, type and distribute interview packets. *E*

Compose, prepare, maintain and process a variety of confidential correspondence, records and reports. *E*

Operate various office machines. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Personnel office functions, practices and procedures.

Record-keeping techniques.

Payroll and retirement information and procedures.

Modern office organization and procedures.

Rules and regulations of fingerprinting.

The Activity Supervisor Clearance Certificate (ASCC) through the CCTC.

Applicable federal and state laws regarding leaves.

The reasonable accommodations process.

The classified and certificated contracts.

Unemployment rules and regulations.

Research techniques.

Methods of analyzing information.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Revised 09/23/16

E = Essential Function

Perform technical personnel and clerical duties in the areas of recruitment and selection, and maintenance of personnel applicant records and files.

Maintain the security of confidential materials.

Perform math calculations.

Analyze information to define issues and draw conclusions.

Read and understand technical information.

Compose informational materials for dissemination.

Exercise sound judgement in interpreting and applying existing laws, policies, procedures, rules and regulations.

Apply personnel rules and related procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Type at 40 words per minute.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma or equivalent, two years college-level course work in business or related field and two years increasingly responsible clerical experience in a human resource office or related environment.

LICENSES AND OTHER REQUIREMENTS:

Valid drivers' license

Obtain Fingerprint Rolling Certification from DOJ within the probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Subject to considerable distraction and noise from constant interruptions and office activities.

PHYSICAL ABILITIES:

Dexterity of hands, wrists and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders and horizontally and kneeling or crouching to retrieve files.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read applicant materials.