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Job Title: Classified Human Resources Technician II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Director of Classified Human Resources and/ or assigned designee, performs a variety of complex and technical duties in support of the classified human resources office; verifies, prepares, administers and maintains human resources record management systems and databases; provides information and assistance to District personnel, job applicants and the general public regarding personnel matters; fulfills recruitment functions; maintains confidentiality of privileged and sensitive information; coordinates and applies programs such as position control systems, human resources information systems, and recruitment and staffing for the classified human resources department. exercises independent judgment.

Distinguishing Characteristics:

The Classified/Human Resources Technician provides technical and administrative support for the Human Resources Office, working with job applicants on the employment process, scheduling interviews, processing applications, and maintaining eligibility lists. Advancement to Classified Human Resources Technician II requires the ability to perform all the functions of a Classified Human Resources Technician I with a developed expertise in human resources and/or communications and focus on talent acquisition, devising sourcing strategies for potential applicants, and creating content to be used on various platforms and to market various events. This class is distinguished from the Classified Human Resources Specialist, which is the senior level classification providing comprehensive support, rule interpretation, research and analysis of human resources procedures and policies.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Develop varying levels of comprehensive training plans for entry or promotional positions within the District by finding or creating appropriate training modules or practices for employees.
- Perform technical and complex administrative support to the Director of Classified Human Resources involving applications of a working understanding of the district's recruitment and selection processes, Board of Education processes, and with a working knowledge of functions and procedures of other units.
- Work closely with hiring managers to determine recruitment needs and develop a hiring strategy and onboarding process for each role.
- Provide technical and procedural guidance to administrators and staff within and outside the department on recruitment and selection procedures, including strategies for outreach and the design and use of candidate selection methods.
- Coordinate and provide support to recruitment, pre-selection and interview processes for classified positions.
- Develop and maintain database(s) and information systems for personnel as required; utilize computer systems to input and update a variety of data; establish and maintain employee files and records; initiate queries and generate a variety of computerized lists and reports; assure systems meet department processing needs.
- Independently solicit information from a wide variety of sources in order to gather the information needed to plan and

create effective communication for various audiences.

- Prepare original and routine written correspondence including but not limited to employment, scheduled testing, interview appointments and other notifications related to personnel matters.
- Provide information on personnel policies, rules, regulations, and union contracts; assist employees with questions or problems.
- Respond to inquiries and assist District employees and the public concerning matters related to position vacancies, employment and promotional opportunities, examination and hiring processes and schedules, personnel transactions, and other areas of human resources.
- Develop, design and distribute recruitment announcements, bulletins, advertising or brochures; utilize web-based applicant tracking system to post and manage recruitments, receives, processes and qualifies applications; track and file applications; serve as test proctor for written testing of applicants; grade and tabulate results of exams; prepare for oral exams and tabulates results; prepare eligibility lists; notify candidates of test results; contact other school districts and individuals to serve as panelists for interview panels; send letters of confirmation; greet and brief panelists; send follow-up thank you letters; schedule final interview; prepare letters and interview materials as directed; initiate notices of employment; participate in new employee orientation and process new employees; request employment verifications for new employees.
- Host job fairs at school sites or other locations for select classified positions. Transfer recruitment materials to venue, set up booth and any advertising materials. May be required to bring and manage electronic devices to aid with completion of online job applications at various sites.
- Establish and maintain accurate personnel records; search files in response to requests, compiling necessary data and information. Initiate and distribute status notices for changes and additions for employee personnel records, update personnel records.
- Coordinate the Classified Human Resources fingerprint processing and serve as liaison with the Department of Justice and the Federal Bureau of Investigation regarding delays or problems obtaining results.
- Coordinate the Classified Human Resources TB testing process; establish and maintains records of TB tests and pre-employment physicals; conduct initial review of billing for accuracy and resolve discrepancies prior to forwarding for payment approval.
- Input and update a variety of employee, recruitment and other data and information in an assigned computer system; maintain automated employee files and records.
- Communicate with District personnel, outside agencies and the public to exchange information.
- Research, assemble and evaluate a variety of data and information; create and maintain records, reports, presentations, spreadsheets, computerized lists, or files.
- Prepare, monitor, and update a variety of forms, reports, bulletins, records, and purchase orders; process unemployment claims and verification of employment forms; prepare status notices, changes in classification, leave of absences and other actions; update records.
- Administer and maintain the substitute software system and obtains substitutes on an as needed basis for schools and District Office.
- Participate in meetings or events, including preparations.
- Assist with Human Resources Specialist functions as needed.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Modern office practices, methods and procedures including filing systems, records, and maintenance procedures.
- General human resources office functions, practices, and procedures.
- Oral, written and electronic communication skills, techniques, and etiquette.
- Record-keeping and filing techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Data control procedures and data entry operations.
- Computer applications and applicable word processing, excel or presentation software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles of good employee/public relations.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform a variety of technical duties in support of human resources activities and transactions including recruitment, substitute placement and new hire processing functions.
- Learn personnel procedures and practices.
- Learn applicable sections of the State Education Code.
- Learn, interpret, apply, and explain pertinent laws, regulations, union contracts, and policies.
- Perform technical and administrative work with accuracy, speed, and a minimum of supervision.
- Maintain the security and confidentiality of specified records and information.
- Understand and follow oral and written instructions.
- Compose routine correspondence.
- Make arithmetic computations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Work effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Meet schedules and timelines.
- Operate standard office equipment and machines including printer, telephone, fax machine, computer terminal, and standard software systems.
- Analyze situations accurately and adopt an effective course of action.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through graduation from high school supplemented by college-level education in a related field and three years of general office experience including some work with human resources functions, preferably in a recruitment and/or school district capacity or by experience gained as a Classified Human Resources Technician I. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Primarily office environment, some outdoor work at job fairs is required. Constant interruptions.

Physical Demands/Hazards: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Seeing to read a variety of materials. Bending at the waist, kneeling to crouching to file materials. Lifting light to moderate objects, adequate physical strength to set up advertising stations at multiple venues.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: Range 128

Personnel Commission Classification/Compensation Study 2022-23—Approved: April 26, 2023