Position: Human Resource Technician I	FSLA: Non-exempt
Department: Human Resources	Salary Grade: 11
Reports to: Assistant Superintendent of Human Resources	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Assistant Superintendent of Human Resources, performs a variety of technical and advanced clerical work in support of the classified and certificated human resources programs including recruitment, development and maintenance of personnel files, employee communications, and the writing and typing of reports relating to federal and state mandates and programs.

This is predominately a technical/clerical position in a Human Resources career ladder that begins with general clerical positions, advances to this level, and then continues to Human Resources Technician II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides assistance to prospective and current personnel.
- Resolves human resources-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to supervisor as needed.
- Performs duties related to the recruitment, hiring and processing of assigned groups of employees and substitutes; assures that new employees complete all hiring requirements, including but not limited to, TB testing, fingerprint clearance, and certifications; processes necessary paperwork.
    - Answers inquiries regarding job openings and hiring procedures.
    - Reviews applications to identify candidates who meet minimum qualifications.
    - Prepares packets of applicant information for interview panel members; notifies applicant of interview date and time and results
    - Maintains job recruitment folders, applicant forms and test information; prepares notices of employment and change of status for payroll action.
    - Assists in the orientation and processing of new employees.
- Performs the essential duties and responsibilities of the district receptionist.
- Provides information to team members and others on personnel policies, rules and regulations.
- Establishes, maintains and updates a variety of human resources files and records with confidentiality and discretion according to established procedures, policies, rules and regulations.
- Notifies administrative staff of due dates for performance evaluations; monitors receipt and follows up on late evaluations.
- Maintains seniority lists.
- Assists in the administration of classified tests and maintenance of testing materials.
- Assists in maintaining the database of classified licenses, certificates, and testing results.

- Assures that required credentials, licenses, tests, and training are obtained and maintained by employees in a timely manner.
- Assists in assigning, composing and preparing certificated and/or classified personnel recommendation reports for top administration and governing boards. Assists in initiating follow-up work after official action.
- Administers substitute teacher and classified allocations by using a substitute management system. Periodically updates the system to assure adequate inventory and directories of substitutes.
- Coordinates with payroll to monitor staff leave of absences and work status; participates in duties assigned regarding leave and work status.
- Assists in conducting surveys; compiles information and prepares human resources-related reports.
- Performs a variety of clerical and secretarial duties related to the human resources function; composes and types letters, reports and other documentation as directed.
- Assists other Human Resources staff as necessary or assigned.
- Perform other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Principles, practices and terminology of personnel management and fair employment, preferable as they apply to California school districts.
- Basic State of California credential requirements and processing.
- Common employee benefits plan provisions.
- Computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, presentation graphics, and data entry onto custom data bases.
- Computer operations, and computer-based systems with accompanying applications and peripheral equipment.
- Departmental procedures and standing instructions related to work performed.
- District procedures and requirements regarding classified or certificated personnel.
- Interpersonal skills using tact, patience, and courtesy.
- Office practices, procedures and equipment use, including record keeping, filing systems and letter and report writing.
- Pertinent Federal, State, and local laws, codes and regulations as they apply to personnel.
- Office organization and clerical skills.
- Oral and written communication skills.
- Proper English usage: grammar, spelling, punctuation, proofreading/editing; basic mathematical skills.
- Receptionist etiquette and responsibilities.
- Telephone techniques and etiquette.

Ability to:

- Access relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.
- Act in a professional, cooperative and positive manner.
- Be self-motivated.

- Problem-solve.
- Carry out all aspects of the position professionally.
- Communicate and work effectively with staff, parents, community and outside agencies in a manner that reflects positively on the department and district.
- Communicate clearly, concisely and effectively in English: speaking, reading, and writing, including professional correspondence.
- Convey technical concepts to others, to deal with sensitive and confidential information, and to facilitate discussions in individual and small group settings.
- Detect and correct errors or omissions.
- Assist in the enhancement of the department's efficiency.
- Learn, apply and explain policies, procedures, rules, regulations and Education Codes involved in assigned activities.
- Maintain accurate records.
- Make sound decisions necessary in the function of the position.
- Maintain consistent, punctual and regular attendance.
- Operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software.
- Prioritize and organize work to meet schedules and timelines.
- Research information, collect data and prepare reports.
- Respond to staff, parent/guardian, and community concerns, resolve issues and conflicts and exchange information.
- Travel/drive in district vehicle (driving personal vehicle optional), as necessary to complete the requirements of the job.
- Type at a minimum rate of 45 words per minute from clear, legible copy.
- Understand and follow oral and written instructions.
- Use tact, patience, and courtesy.
- Work confidentially and exercise discretion.
- May work an occasional evening and/or weekend.
- Multi-task.

PHYSICAL ABILITIES

This position requires:

- Hand/eye coordination and manual dexterity to keyboard, 10-key, operate a telephone and office business machines.
- Normal physical strength and endurance for standing, sitting, bending, reaching, walking and lifting and carrying of lightweight materials.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
- Speaking in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone.
- Sufficient hearing to conduct conversations in person and over the telephone.
- Visual acuity and depth perception to read a variety of materials and inspect work in progress.

EDUCATION AND EXPERIENCE

Completion of at least one year of higher level education and a minimum of two years of experience in a human resources or employment office are desired. Additional experience may substitute for higher education.

LICENSES AND CERTIFICATES

A typing certificate for 45 words per minute.
First Aid/CPR certificate.
Valid California Driver's License

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