

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Human Resources Technician (Classified)

**Reports to:** Department Administrator

**Classification:** Classified Confidential

**FLSA:** Non-Exempt

**Range:** Classified Confidential Salary Schedule

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### EDUCATION AND EXPERIENCE

Experience:

Three years of experience in clerical/accounting work, preferably in a school district.

Education:

High school diploma or equivalent. Two years of college work in business courses or equivalent.

### SUMMARY

Under the supervision assigned by the Assistant Superintendent of Personnel, assumes responsibility for classified employee functions, including recruitment, payroll and record keeping. Performs clerical and secretarial duties as required for confidential personnel files. Assists with Policy development. Performs other duties as may be assigned.

### SPECIFIC RESPONSIBILITIES

1. Maintains classified personnel records, including applications, interviews, selection, transfer, and termination.
2. Prepares Classified Personnel Report for Board Agenda.
3. Conducts new employee orientation and sign up.
4. Maintains classified employee district database, which includes payroll, work location and assignment.
5. Maintains classified seniority list.
6. Serves as liaison with the business department for employee compensation and budget preparation.
7. Coordinates classified employee evaluation process.
8. Writes and maintains file of job descriptions.
9. Assists management with the grievance process.
10. Performs other related duties as assigned.

### SPECIFIC QUALIFICATIONS

Should possess personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Methods, practices and procedures of office work,
- business machines and filing systems;
- payroll process; and
- personnel management policies and practices.

Ability:

- Type at a rate of 55 net words per minute,
- perform clerical work involving independent judgment and initiative;
- plan own work schedule;
- meet and deal with staff members;
- use good oral and written English grammar and assist with administration of classified personnel functions.