



Job Description

POSITION TITLE:	Human Resources Technician I Human Resources Business Services	#2220
SALARY PLACEMENT:	Classified Salary Schedule Range 33	

SUMMARY OF POSITION:

Under direction of the Chief Human Resources Officer or administrative designee, performs a variety of technical human resources duties and provides assistance to prospective and current personnel; assists in the recruitment, examination of new personnel; prepares and maintains a variety of related personnel records and reports. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or equivalent of the completion of the twelfth grade. One year of varied and progressively responsible clerical experience or supplemental course work in business administration, Human Resources/Payroll, or a related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Human Resources/Payroll-related experience. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- basic office methods, practices, and procedures, including filing systems
- record-keeping techniques
- correct English usage, grammar, spelling, punctuation, and vocabulary
- telephone techniques and etiquette
- basic research methods

Ability to:

- operate a computer
- carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships
- be flexible and receptive to change
- work confidentially with discretion
- work efficiently with many interruptions

Possess:

- basic word processing and computer skills

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Serve as the receptionist for the Human Resources Department and assist personnel, applicants and the public and provides a variety of information related to the human resources function
2. Research rules and regulations related to human resources policies and guidelines.
3. Perform a variety of technical duties and provide assistance to prospective and current personnel; resolve human resources-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.
4. Receive applications for prospective candidates to fill vacant positions; reviews applications to identify candidates who meet minimum qualifications.
5. May prepare packets of applicant information for interview panel members; notifies applicant of interview date and time and results; participates in interview sessions as directed.
6. Perform a variety of clerical and secretarial duties related to the human resources function; develop and maintain human resources and payroll-related forms; compose and type letters, reports and other documentation as directed.
7. Establish and maintain a variety of human resources files and records with discretion according to established procedures, policies, rules, and regulations; maintain job recruitment folders, applicant forms and test information; prepare notices of employment and change of status for payroll action.
8. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, fax machine and copier.
9. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.