



Job Description

POSITION TITLE:	Human Resources Records Technician	#2500
	Human Resources	
	Business Services	
SALARY PLACEMENT:	Classified Salary Schedule	
	Range 34	

SUMMARY OF POSITION:

Under direction of the Chief Human Resources Officer or administrative designee, performs a variety of technical human resources duties responsible for managing and maintaining accurate and confidential employee personnel files in compliance with organizational policies. This role includes processing employee records, ensuring proper documentation, and responding to inquiries related to personnel files and records. 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. Supplemental course work in HR/Payroll, business administration, or a related field. Two years of varied and progressively responsible clerical experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:

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

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- practices and procedures related to human resources; operations, policies and objectives relating to personnel activities
- applicable sections of State codes and other laws regarding assigned personnel activities; laws, rules, regulations involved in test creation and validation, recruitment, compensation, and classification activities
- record-keeping techniques
- correct English usage, grammar, spelling, punctuation, and vocabulary
- telephone techniques and etiquette
- basic research methods
- principles of training and providing work direction

Ability to:

- operate a computer
- perform a variety of technical duties and provide assistance to prospective and current personnel
- perform a variety of technical duties related to the recruitment, examination, interviewing, and employment of personnel
- prepare and maintain a variety of related personnel records and reports
- apply, explain, and enforce rules, regulations, policies, and procedures related to personnel
- answer telephones and greet visitors and the public courteously

- perform clerical duties such as filing, typing, duplicating, and maintaining routine records; operate office machines
- communicate effectively both orally and in writing
- establish and maintain cooperative and effective working relationships with others
- work confidentially with discretion
- work efficiently with many interruptions
- be flexible and receptive to change

Possess:

- interpersonal skills using tact, patience, and courtesy

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. 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.
2. Receive, scan, and file a variety of personnel information into computer systems, research information in computer systems; assist with the preparation of forms and documentation; verify accuracy of information.
3. Monitor and ensure the confidentiality of all personnel records in accordance with FERPA and established SJCOE policies.
4. Maintain a moderately complex filing system.
5. Retrieve personnel files for employment reactivation, subpoena responses, and/or filing of documents, etc. in the records room or at an offsite records storage facility.
6. Organize daily incoming file room documents.
7. Receive applications for prospective candidates to fill vacant positions; review applications to identify candidates who meet minimum qualifications.
8. May prepare packets of applicant information for interview panel members; notify applicant of interview date, time, and results; participate in interview sessions as directed.
9. Perform a variety of clerical and secretarial duties related to the human resources function; develop and maintain human resources; compose and type letters, reports and other documentation as directed.
10. 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.
11. Assist personnel, applicants, districts and the public and provides a variety of information related to the human resources function; research rules and regulations related to human resources policies and guidelines.
12. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, fax machine and copier.
13. Assist in compiling information and preparing human resources-related reports.
14. May assist employees in completing hiring forms and conduct the employee hiring orientation.
15. May schedule and monitor pre-employment processes including, but not limited to, fingerprinting, TB verification and I-9.
16. Train assigned personnel, as needed.
17. Provide technical and clerical support to the Human Resources department.
18. Establish and maintain confidentiality in performing job duties and secure confidential information.
19. Establish and maintain cooperative and effective working relationships with employees and the general public.
20. May pre-screen all applications for minimum qualifications.
21. 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 an offsite records storage facility, and come in direct contact with SJCOE staff, district staff, and the public.

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