CLASS TITLE: **HUMAN RESOURCES TECHNICIAN**

DEFINITION: Under direction and supervision of the Executive Director of Human Resources, performs advanced, specialized work for Human Resource Services related to the Automated Substitute Finder System, Substitute Pay, Substitute Manual, Classified and Certificated Substitute user training and documentation, new hire substitutes, and completes required substitute payroll processing for accurate transmittal to Payroll Department

EXAMPLES OF DUTIES:

- Coordinates and maintains the Automated Substitute Finder System
- Receives and enters information into the Substitute System
- Sets up and maintains Substitute Human Resources/Payroll data
- Sets up and updates Substitute System calendar tracks for all employees
- Performs Substitute pay functions related to substitute pay, hours, schedules, payroll exceptions, pay cycles, yearly roll-over processes, add on /delete codes; new hire set ups, resignations, terminations and substitute releases and other essential functions related to substitute pay
- Performs complex, detailed, and accurate computer functions using the district' human resources/payroll system; operate and understand human resources system functions to assure that data entered into the system interfaces accurately with Payroll, Budget, Technology, school sites, and others
- Resolve Substitute management discrepancies in person, or on the phone
- Validates confirmed receipt of pre-employment paperwork requirements, clearances, New Employee Orientation attendance and credential verification prior to employment
- Provide detailed and technical information, technical training to sites and departments and explains the policies and procedures at Orientations and other district meetings
- Issue secured security access to district wide users and school office managers of the Substitute System
- Provide excellent customer service by establishing positive relationships with district and site personnel, applicants, substitutes, and others; respond to phone calls, emails, and other communications timely
- Maintain communication link with Substitute Management system vendor to troubleshoot discrepancies, promote system enhancements and expand the use of the Substitute Management system
- Maintain constant contact with school site/department personnel to support substitutes working in required positions
- Perform tasks that will improve the efficiency and effectiveness of the systems and the users of the system
- Monitor designated timeframes in which each substitute does not work in order to terminate or remove from Substitute pool to ensure active substitutes are available to work
- Receive incoming substitute evaluation forms and forward to Executive Director of Human Resources for direction
- Keeps accurate files
- Process import and export data elements accurately and in a timely manner so that human resources and payroll data is validated based on payroll procedures
- Assists information and output of data and reports for district, state and federal reports

- Compiles required information for preparing various reports and documents
- Maintains quality control
- Adhere to district and contractual guidelines related to all aspects of human resources
- Perform related duties as assigned

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination of education, training and experience equivalent to associate's degree, and five years increasingly responsible technical computer and human resource experiences and in all aspects of office procedures involving familiarity with data processing procedures and the development of reports

Knowledge of:
- Automated Substitute System and Substitute Pay processing
- Automated Substitute System and interfacing with various departments such as Technology, Budget, Payroll, school sites and software vendor
- Basic data processing procedures and data base manipulation
- Standard office procedures
- Appropriate English usage, spelling and grammar
- Human Resources policies and procedures related to certificated and classified employment
- Payroll/Human Resources system functions
- State of California credential requirements and procedures
- Methods and processes of data reporting
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students and staff
- Performs other assigned duties as related

Skill in:
- Supporting, coordinating and responding to schools and district wide users of the data
- Organizing data, creating reports
- Communicating clearly and effectively in both oral and written form
- Exemplary customer services
- Developing training materials
- Conducting trainings
- Interpersonal skills using tact, patience and courtesy
- Working with data and produce reports
- Operating a computer, scanner, related office software and standard office equipment
- Operating procedures that are to specific rules and precedents of employment processes and practices
- Multi-tasking to respond to volumes of work with many interruptions

Ability to:
- Maintain and organize data base reports and records
- Operate electronic devices with a high degree of proficiency using the following software applications: word processing, spreadsheet, desktop publishing, or data base
- Diagnose problems in person over the telephone or via email

- Maintain effective working relationships with staff, users, administrators and vendors
- Work under pressure
- Work independently
- Train users and document step by step training resources of Substitute Systems
- Perform complex assignments independently to meet schedules and timelines
- Learn, understand and operate the Substitute Management System
- Work early morning hours to support peak substitute needs at the school sites
- Proofread, spell check correspondence for accuracy and efficiency
- Research and analyze complex personnel-related information

Licenses:
- A valid California driver's license is required.

Certificates and Other Requirements:
- Ability to meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen).

Environment:

Office-based settings; fast paced work with deadlines; constant interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

Physical Abilities:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; sufficient vision to read various documents related to assigned activities and view a computer monitor; physical, mental, and emotional stamina to endure long hours under sometimes stressful situation's; lift light objects up to 25 lbs.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

MT. DIABLO UNIFIED SCHOOL DISTRICT
Range: 522
Board Approved: June 1, 2015/Revised: 8/27/18