



## Job Description

Marin County Office of Education

### Human Resources Technician

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

#### **Purpose Statement**

The job of Human Resources Technician is done for the purpose/s of processing and administering a variety of Human Resources (HR) transactions; administering HR programs; providing information to employees; and assisting in ensuring personnel functions conform to all applicable regulatory requirements.

This Job reports to Assigned Supervisor

#### **Essential Functions**

- Assists with the interview process (e.g. packets, interview schedules, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Assists with the implementation of processing transfers for the purpose of ensuring collective bargaining assignments are compliant with MCOE policies and procedures.
- Develops a wide variety of written materials (e.g. fliers, newsletter, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Informs employees and applicants regarding a variety of procedure and program requirements (e.g. job classification, training, recruiting, testing, etc.) for the purpose of providing information to maintain organizational effectiveness and complying with established guidelines.
- Maintains documents, files, and records (e.g. substitute licensing, training, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of fingerprint clearance, subsequent arrest notifications, and DMV pull notice system (e.g. employees, volunteers, county-wide substitute teachers, independent contractors, employees driving MCOE vehicles, etc.) for the purpose of maintaining legal compliance with relevant laws and communicating status changes as needed.
- Participates in a variety of meetings, trainings, and interviews for the purpose of conveying and gathering information regarding HR responsibilities.
- Prepares a variety of documents (e.g. work orders, purchase orders, handbooks, etc.) for the purpose of providing documentation and information.
- Processes outdated documents (e.g. reviews, scans, removes, destroys, etc.) for the purpose of ensuring record retention practices and procedures are compliant with legal mandates and professional practices.
- Responds to a variety of inquiries from internal and external entities for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules and conducts on-boarding process with newly hired employees for the purpose of preparing and tracking relevant documents and ensuring employees are knowledgeable of current employment policies, practices, and administrative processes.

- Supports the Human Resources department by performing various tasks as needed (e.g. recruitment, marketing, substitutes, ergonomic review requests, etc.) for the purpose of ensuring the efficient and effective functioning of Human Resources services.
- Supports the scheduling of required pre-employment processes (e.g. fingerprinting, TB testing, physicals, etc.) for the purpose of meeting MCOE staffing requirements and ensuring compliance with established guidelines.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the HR department.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and, utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a public education environment; proper English and grammar usage; and codes, regulations, and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information; managing frequent interruptions; and, adapting to changing priorities.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High School plus job related coursework.

**Education (Preferred):** Community college and/or vocational school degree with study in job-related area

#### **Required Testing**

Pre-Employment Proficiency Test

#### **Continuing Educ. / Training**

Mandated Reporter Training Certificate

#### **Certificates and Licenses**

None Specified

#### **Clearances**

Custodian of Records Fingerprint Clearance  
Measles Vaccination  
Pre-Employment Fingerprinting

Tuberculosis (TB) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Revised Date**

**Salary Grade**