

**CLASS SPECIFICATION
Human Resources Technician I**

GENERAL PURPOSE

Under general supervision, performs a variety of responsible technical, difficult, sensitive and confidential office -administrative support functions and administrative duties in support of the District's classified and certificated human resource management programs to a Director, coordinates and manages the daily operations and activities of a District administrative office; creates and maintains specialized reports, records and files required in connection with department or office work processes; interacts with District administrators, staff, faculty on technical matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician I provide complex, diverse and confidential secretarial, administrative and support services to Director, administrators, managers, coordinators or other staff at or above that level and/or perform a variety of difficult, specialized administrative and technical support functions that require a thorough knowledge of the terminology, procedures and practices for their functional areas, with a significant degree of independence and accountability for results. Incumbents are also responsible for organizing, coordinating and oversee the delivery of office and administrative support functions requiring a thorough knowledge of District rules, policies and procedures.

Human Resources Technician I is distinguished from Human Resources Technician in that the Human Resources Technician I is responsible directly to a Director, Administrator or Manager and Incumbents in the latter class independently perform professional assignments requiring the use of management and human resource theory and principles gained through professional education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs standardized assignments in support of classified and certificated recruitment and selection programs, including drafting job announcements, advertisements and other recruitment materials, screening applicant qualifications, answering applicant and candidate questions regarding District employment and generating notices and correspondence to applicants and candidates; creates lists of applicants and qualified applicants in existing applicant pools; schedules applicant interviews.
2. Makes test scheduling and other testing arrangements; proctors the administration of written and other tests; scores tests; creates lists of eligible candidates; conducts background and reference checks. prepares agreements and Board agenda items: ensures applications are processed accurately and in a timely manner: orders program materials; researches and answers questions and responds to issues;
3. Prepares District and department forms and records; explains policies and procedures; prepares and codes department time cards and track employee absences for Board agendas; maintains

confidential files and information; Compiles employment offer letters and contracts and assembles new hire information packets; conducts and coordinates new hire orientation programs.

4. Organizes, maintains and updates confidential subject, project and specialized technical files, documents and records; creates, maintains and updates filing systems; copies, compiles and distributes contracts, reports, documents and other materials.
5. Processes personnel actions, including new hires, I-9 actions, terminations, job changes, demotions and bonuses; enters all status and pay changes in accordance with District labor contract provisions; investigates personnel and payroll problems and makes recommendations for resolution; generates periodic and special notices and reports; prepares and prints employee ID badges. Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of assigned responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation
6. Monitors and tracks employee leaves of absence and return from leaves, including workers' compensation, FMLA, pregnancy disability, military and other leave types on a District-wide basis; receives absence reports from school sites and departments and inputs employee absence data into the County system; tracks employees on leave to ensure leaves and leave extensions are promptly reported and leave provisions are not exceeded; identifies and follows up with departments and school sites as required to resolve discrepancies in employee work/leave status; provides timely information to Payroll to ensure employees on leave are accurately paid and workers' compensation administration requirements are met; provides information to employees and management regarding leave options and policy provisions; monitors the status of employees placed on 39 month rehire lists following maximum leave limits; tracks employees filing for retirement; prepares a variety of regular and periodic reports applicable to employee leave management.
7. Prepares responses to salary surveys and assists in preparing and conducting District surveys; compiles and generates reports of survey data; with guidance, provides classification, compensation and benefits information to other organizations. Makes arrangements for meetings, including coordinating and scheduling reservations for meeting rooms and office equipment; prepares, compiles, copies and distributes meeting agendas, memos, handouts, flyers and reminders; tracks meeting attendance; sets up meeting rooms.
8. Attends to a variety of office administrative details such as photocopying documents; data enters information in databases; opens, screens and distributes mail and correspondence.
9. Performs with a significant degree of independent accountability difficult technical and administrative work in support of District or department programs, functions and processes; plans, organizes and coordinates activities to assist sites and departments. Performs research projects; compiles results and drafts reports and recommendations; compiles and generates statistical reports.
10. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence. Interprets policies, procedures and regulations to District management, staff and the public in assigned areas of

responsibility. Processes purchase requisitions; follows up on purchase requisitions to ensure delivery of services or products

11. Oversees and participates in the maintenance of employee personnel files; maintains recruitment, selection and other records; enters and tracks employee evaluations; copies personnel files for risk management; calls and schedules subpoenas to be copied; copies DMV reports for the transportation department; responds to EDD reports as needed.
12. Provides secretarial and administrative support to Directors, managers, coordinators or other staff at or above that level; types and/or drafts agendas and agenda items, agreements, memoranda, correspondence, extensive technical documents, reports, forms, presentations, templates, charts, graphs, tables, manuals, handbooks and other documents from drafts, notes, dictation, transcriptions or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete. With minimum direction, organizes, develops and assembles documents, handouts, manuals and other materials for distribution at meetings, presentations and other events.
13. Performs department liaison functions; communicates with various groups to provide detailed information of department and program policies and procedures; receives calls and skillfully handles inquiries regarding department functions and responsibilities; researches and responds to requests; organizes and assists with activities, special projects, meetings and workshops.

OTHER DUTIES

1. May coordinate placement of temporary and substitute employees; maintains records regarding the use of temporary and substitute employees and time worked.
2. Prepares responses to employment verification requests in accordance with District policy.
3. Assists with office and administrative support, including word processing to prepare schedules, overheads, charts and other documents, responding to customers, applicants and the public on a variety of questions and backing up other department office and administrative staff when required; prepares purchase orders for office equipment and consultant agreements.
4. Drafts year-round calendars and single track orange calendars; prepares employee calendars.

QUALIFICATIONS

Knowledge of:

1. Practices and techniques of public personnel administration, including recruitment, testing, selection and on-going employment/employee record and transaction administration.
2. Methods and practices of personnel administration applicable to the Ontario-Montclair School District.
3. Federal, state and local laws and regulations applicable to assigned responsibilities.
4. Practices of public administration, including maintenance of public records.
5. Research methods and data compilation techniques.

6. Practices of sound business communication; correct English usage, including spelling and grammar.
7. Standard business software, including word processing, spreadsheets and graphics.
8. Operations and requirements of the District's payroll and human resources information system.
9. District benefit programs, provisions and options.
10. Record-keeping and filing practices and procedures.
11. Principles and practices of customer service and telephone etiquette.
12. District human resources policies and procedures and labor contract provisions

Ability to:

1. Operate a computer using word processing and other business software and other standard office equipment.
2. Organize, set priorities and exercise sound judgment within areas of assigned responsibility.
3. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
4. Represent the Department effectively in meetings.
5. Understand and follow written and oral instructions.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise and accurate reports, correspondence and other written materials.
8. Use computer tools and software for test scoring and recruitment/selection support.
9. Organize and maintain confidential and specialized files.
10. Work confidentially with discretion.
11. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
12. Establish and maintain effective working relationships with District management, administrators, staff, applicants, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or a G.E.D equivalent; and five years of increasingly responsible office administrative experience that provide familiarity with recruiting, interviewing and other human resource management practices. Completion of courses in human resources and management is desired but not required.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with District management, administrators, staff, applicants and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.

Board Approval 10/2/2008