Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Department Technician I/II – Human Resources (Talent Events & Onboarding Support)**	FLSA Status:	**Non-Exempt**
Job Family:	**Support Services Administrative**	Pay Range:	**SS35H (I); SS45H (II)**
Prepared/Revised Date:	**May 19, 2025**	Job Code:	**50603 (I); 50605 (II)**

SUMMARY: Responsible for providing a high level of customer service to applicants, employees, and former employees of Poudre School District. Supports the Human Resources Department by serving as the first point of contact at the HR front desk, processing new hire paperwork and compliance tasks, and assisting with onboarding and internal hiring events. Responsibilities include I-9 processing, fingerprinting, orientation support, data entry, and responding to inquiries related to the hiring and onboarding process. Provides technical and clerical support to ensure a smooth and welcoming experience for all individuals interacting with the HR department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as the first point of contact at the HR front desk, responding to a high volume of phone calls, voicemails, emails, and in-person inquiries from applicants, employees, and former employees**.** Respond to and route inquiries appropriately while ensuring a positive and professional customer service experience.
2. Conduct new hire and employee appointments at the front desk, including I-9 processing, fingerprinting/background checks, address changes, and ID badge photos. Greet visitors, assist with scheduling HR-related meetings and orientation sessions, and process non-staff account provisioning for contracted and temporary staffing.
3. Process and track onboarding and compliance documentation such as I-9s, VOEs, PLSF/PLF forms, background checks, and arrest report notifications.
4. Assist with new employee orientations by preparing materials, tracking attendance and required HR trainings (e.g., Vector), supporting virtual and in-person sessions, and providing day-of logistics support.
5. Assist with internal hiring events by preparing materials, tracking registrations, setting up event spaces, and providing on-site support for classified and licensed hiring events.
6. Participate in data entry and tracking related to onboarding and orientation surveys, guest feedback, compliance tracking, and event metrics. Maintain accurate onboarding documentation.
7. Perform other duties as assigned.

DEPARTMENT TECHNICIAN I - EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Two years or more of administrative office experience or related experience, preferably in Human Resources
- Equivalent combination of education and experience acceptable

DEPARTMENT TECHNICIAN II - EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or higher in human resources, business administration, communications or related field
- Four years or more of administrative office experience in Human Resources or K-12 school setting
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public (may be obtained upon hire)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Event logistics and coordinator skills
- Training/tracking system familiarity
- Interpersonal relations skills
- Data entry and computer processing skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to be detail oriented and extremely organized
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Talent Events & Onboarding Coordinator	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X

VISION DEMANDS:	Required
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	