

## UNION SCHOOL DISTRICT

### **CLASS TITLE: HUMAN RESOURCES TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Human Resources, perform a variety of activities in support of various human resources functions and transactions; prepare, maintain, process and verify various personnel data, forms, records and reports; receive, review and process inter and intra District student transfers as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of activities in support of various human resources functions and transactions; compile, assemble, verify and process a variety of personnel data and information; resolve personnel-related issues and concerns in a proper and timely manner.

Prepare, print, distribute, collect, sort, file, screen and process various forms and documents related to assigned personnel and student services; verify various employment and personnel information; review forms for accuracy and completeness; identify errors and make corrections as needed.

Receive, review and process inter and intra District student transfers; verify student eligibility and space availability and place students in requested schools; conduct intra district lotteries; notify parents regarding status of transfer requests; coordinate transfers with school sites and other districts.

Establish and maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, employee information, vacation and sick leave, vacancies and other information.

Input and update personnel and a variety of other data and information in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.

Serve as an informational resource to District personnel, job applicants and others regarding assigned human resources and student transfer functions; respond to inquiries and provide information concerning related processes, standards, requirements, time lines, policies and procedures.

Perform a variety of clerical duties in support of assigned human resources functions; initiate and receive telephone calls; greet and assist visitors; prepare, distribute and respond to a variety of correspondence; receive, sort and distribute mail as required; duplicate and distribute materials.

Process new personnel; conduct orientations; arrange for, follow up on and provide information to new employees regarding fingerprints, TB tests, payroll and other pre-employment matters; prepare and explain employment packets and paperwork; prepare personnel cards and contracts.

Provide support for Workers' Compensation as directed; process initial claims; process, distribute and follow up on Workers' Compensation forms and documents; review and evaluate new and existing claims to assure timely reporting and claims resolution; participate in file reviews.

Prepare and maintain various lists, logs and records related to inter and intra District transfers, personnel, employee recognition, TB tests, evaluations, seniority and assigned activities.

Assist with coordinating and arranging special events and activities such as Employee Recognition and New Teacher Recruitment; prepare and distribute related announcements, invitations and flyers; prepare and set up for events; assist with ordering materials and reserving facilities.

Arrange for substitute personnel in response to staff absences as assigned; receive, fill, process and record substitute requests, review substitute lists and information, and assign substitutes to appropriate unfilled positions; notify appropriate employees of substitute requests and assignments.

Provide support for personnel recruitment functions; notify applicants of interviews and other recruitment activities; compile, assemble and distribute interview and meeting packets, folders and materials.

Maintain access to documents, information and discussions relating to employee relations and collective bargaining activities; prepare and distribute information used in collective bargaining; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

Communicate with District personnel, outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Participate in a variety of special projects, research studies and surveys as assigned.

Attend mandatory trainings as required by the position.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

General human resources office functions, practices and procedures;  
Basic processes, practices and procedures related to assigned personnel functions;  
General operations, policies and objectives relating to human resources activities;  
Modern office practices, procedures and equipment;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Operation of a computer and assigned software;  
Telephone techniques and etiquette;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy;  
Methods of collecting and organizing data and information;  
Data control procedures and data entry operations;  
Record-keeping and filing techniques; and  
Mathematical calculations.

**ABILITY TO:**

Perform a variety of activities in support of various human resources functions and transactions;

Prepare, distribute and process various forms, applications and documents related to assigned personnel and student services;  
Compile, verify and assemble data and information;  
Receive, review and process inter and intra District student transfers;  
Provide information and assistance to District personnel, job applicants and the general public regarding personnel functions;  
Prepare and maintain manual and automated personnel records and files;  
Compose correspondence and written materials independently or from oral instructions;  
Process new personnel and conduct employee orientations as assigned;  
Answer telephones and greet visitors and the public courteously;  
Understand and follow oral and written instructions;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
Type or input data at an acceptable rate of speed;  
Meet schedules and time lines;  
Complete work with many interruptions;  
Operate a variety of office equipment including a computer and assigned software; and  
Maintain regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years general clerical experience including work with human resources functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Constant interruptions

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;  
Ability to conduct verbal conversation in English;  
Hear normal range verbal conversation (approximately 60 decibels);  
Sit, stand, stoop, kneel, bend and walk;  
Sit for sustained periods of time;  
Climb stairs, steps, and step ladders;  
Lift up to 20 pounds;  
Carry up to 20 pounds;  
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;  
Operate office machines and equipment in a safe and effective manner;  
Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and  
Conduct frequent repetitive arm, hand and body motion.

<p><b><u>Disaster Service Worker</u></b></p>
--

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.