



**Manhattan Beach  
Unified School District**

## **Human Resource Technician**

Department / Division:	Human Resource Department
Reports to:	Human Resource Department Administrator
Provide Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Date Prepared:	October 31, 2012
Date Adopted by Board:	December 12, 2012
Date Approved by Personnel Commission:	November 6, 2012
Salary Range:	29

### **GENERAL PURPOSE**

Under direction of the Human Resource Administrator, perform specialized technical-level work of above average difficulty in staff recruitment, selection, compensation, and employment, and in the development and maintenance of comprehensive human resources employment records in an automated environment; read, analyze, and prepare data to support management in policy development, and budgetary processes; perform varied administrative staff work related to certificated and classified personnel programs; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Human Resource Technician is distinguished from other job classifications in the Administrative Support and Related Classes by its in depth knowledge of Federal, State and District rules, regulations, and policies that govern a Human Resource office. Individuals in this classification must be capable of working independently as well as cooperatively. An individual in this position must have excellent written and oral communication skills and will be expected to communicate with Board members, Administrators, other district employees and community members.

### **ESSENTIAL FUNCTIONS**

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 the class.

1. Understand and explain human resources and payroll related policies and procedures, risk management program guidelines, mandates, and options, labor agreement provisions, Personnel Commission Rules and Regulations, Merit System provisions, California teacher credential requirements and procedures, and related matters to staff and applicants; research and resolve problems; provide personnel benefits orientation to new employees.
2. Compile data and prepare periodic informational and action reports for management, the Board of Education and the Personnel Commission, such as Board Agenda items and reports, annual report of teacher assignments, annual re-employment report, eligibility lists, annual report of the Personnel Commission.
3. Verify and process documents for new employees; review documents, legal requirements, and labor agreement to determine salary placement. Enter applicant and personnel data in computer terminal/microcomputer using specialized database software; create spreadsheets and databases, use standard and specialized software; update records as changes in status occur. Analyze and monitor human resources related transactions, reports, and records for compliance with legal requirements, contractual obligations, and District practices and protocols.
4. Prepare and distribute notices of employment opportunity; compose and place advertising in newspapers and professional journals.
5. Receive and screen applications for employment. Process applications to administrators for screening. Refer qualified candidates to administrators for consideration and interview. Develop employment assessments from available professionally developed materials. Order, review, and select employment assessments from professional organizations. Administer and score employment assessments; schedule employment interviews, notify candidates of interview and selection; compose correspondence to notify candidates of the status of their application for employment; maintain applications on file.
6. Communicate in person and by telephone with current staff, retirees, terminating employees, and new employees; interact with other departments.
7. Make calculations such as annual salary, hourly rates, units earned, benefit costs, prorations, and union dues.
8. Prepare and distribute personnel evaluation forms, assignment and change of status forms, reassurance letters, salary advancement notices, and other notifications to employees; track and follow up to complete processes and procedures to comply with District and legal mandates.

9. Maintain records of administrator and certificated staff credentials on file including expiration dates; prepare and send notices of credential expiration and facilitate renewal. Apply for waivers for certificated employees who are not qualified for appropriate teaching credential. Monitor length of employee assignments for compliance with Education Code; monitor employees on leave of absence and notify employees when leave will expire; update seniority and longevity lists.
10. Contact school districts to conduct human resources related surveys and to gather information and forms.
11. Answer telephone, take messages, and transfer calls; answer a variety of questions regarding personnel matters; perform receptionist functions.
12. Plan and organize workshops and orientation meetings.
13. Research and prepare employment verifications.
14. Review personnel-related materials to contribute information relative to equity and administrative implications; compile data, request personnel reports, and prepare spreadsheets to compare options.
15. Communicate with county office staff, and attend meetings related to Merit System, employee recruitment and selection, credentials and other human resources related functions; attend training and informational meetings.
16. Keyboard reports, forms, correspondence, lists, labels, statements, envelopes, and similar materials.
17. Make photocopies of documents; transmit FAX; stuff envelopes and prepare for mailing.
18. Operate office equipment such as photocopier, calculator, computer terminal/microcomputer and keyboard, typewriter, FAX, and related equipment.
19. Receive, open, date stamp, and distribute mail.
20. Establish and maintain files; maintain official District personnel files.
21. Maintain confidentiality of privileged information.
22. Participate in employer mandated training and retraining programs.
23. Prepare and submit monthly payroll reports for the Human Resource Staff.

24. Perform related duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

1. Procedures and practices of recruitment, selection, and human resources record keeping work;
2. Computer terminal operating methods and word processing, database, and spreadsheet software;
3. English usage and composition at an above average ability;
4. Modern office equipment and procedures;
5. Advanced record keeping and file management practices and procedures;
6. Business mathematics;
7. Public relations courtesies and techniques.

### **Ability to:**

1. Perform automated human resources related record keeping with a high degree of accuracy;
2. Prepare and file in a timely manner accurate summaries and reports;
3. Work under the pressure of recurrent deadlines with frequent interruptions;
4. Compare information and detect errors;
5. Read, understand, and apply laws, rules, regulations, and contracts with good judgment and consistency of application;
6. Make arithmetical calculations with accuracy (some positions);
7. Explain complex laws, rules, regulations, and procedures concisely exercising tact, understanding, and diplomacy.
8. Operate a typewriter keyboard / computer terminal accurately at a speed of not less than 50 words per minute;
9. Use word processing, database, and spreadsheet software with skill;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work.

### **Education/Training/Experience**

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is journey-level experience performing human resources recruitment, selection and record processing involving 100 or more employees in a data processing environment and preferably in a public education setting.

## **Licenses, Certificates; Special Requirements:**

Current Typing Certificate: 50 words per minute

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees 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, the employee is regularly required to use hands to finger, handle, feel or operate objects such as a keyboard, writing instruments, or computer. The employee is expected to be able to reach above shoulder and below shoulder level with hands and arms. The employee is required to occasionally stand and walk within work areas as well as to frequently sit for prolonged periods of 30 minutes while performing office work. The employee is expected to be able to bend, stoop, kneel, or crouch in order to retrieve and file documents in cabinets; lift and carry records or documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision, small print and the ability to adjust focus. Specific hearing abilities required by this job include ability to answer telephones, hear and respond to questions asked by applicants, employees and community members.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; plan and prioritize work; read and interpret technical information such as Board policies, Administrative Regulations, and credential assignment manuals; analyze and solve problems; compile surveys and create spreadsheets; interpret reporting guidelines; learn quickly and apply new information or new skills; apply arithmetical skills in order to calculate salary, work hours, and percent of time; work under deadlines with constant interruptions; and interact effectively with District management, school personnel, and the general public.

## **WORK ENVIRONMENT**

The employee frequently works indoors within an office setting and occasionally travels to school and meeting facilities to deliver materials, attend hearings or workshops. The noise level is usually quiet or moderately quiet, at or below 85 decibels. The employee will be interrupted frequently by telephone calls and questions from employees or community members. Employee must work cooperatively with others in a group setting.