

DPS Human Resources Technician Job Description:

JOB TITLE: HR Technician
REPORTS TO: Senior Executive Director of HR/HR Leadership
SALARY: Based on State and Local Salary Schedules
STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY: The Human Resource Services Technician provides support in managing the staffing and related issues of designated DPS schools or departments and other HR functions.

RESPONSIBILITIES & DUTIES

1. Serve as a primary Human Resource Services contact for designated schools or departments.
2. Assist in identifying highly qualified employees.
3. Process recommendations to hire, resignations, promotions, terminations, transfers, and changes in positions.
4. Contact recommended candidates and gather required documentation for employment.
5. Make sure that recommended applicants are qualified by reviewing their applicant files, references, licensure status, college transcripts, health form, I-9 and consumer report.
6. Submit licensure requests to ensure qualifications.
7. Manage the DPS volunteer onboarding process.
8. Maintain excellent communication with principals, employees, applicants, colleagues, and the general public.
9. Utilize and maintain data in Human Resources Management System (HRMS) and other HR systems.
10. Manage the HR records management (preparing documents for scanning/filing, etc.)
11. Ensure that schools and departments are staffed according to their allotments.
12. Obtain approvals from appropriate departments when necessary.
13. Provide accurate personnel information to Payroll on a timely basis.
14. Answer routine inquiries and resolve routine/recurring issues independently.
15. Prepare resignation/retirement letters and contracts.
16. Complete employment verifications as needed (both written and verbal verifications).
17. Update HRMS information on a daily basis.
18. Track the employment process and maintain accurate spreadsheets.
19. Provide switchboard and other telephone coverage.
20. File contracts, personnel changes, etc., for employees in the assigned area.
21. Assist with certified or classified staffing, orientation, onboarding, and other areas as needed.
22. Perform related duties as required.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS

- Bachelor's degree, and three to five years of human resource experience preferred.
- Working knowledge of Microsoft Office applications, online resources, professional office practice, procedures and office software programs; or any equivalent of knowledge, training and experience.
- Spanish language fluency preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
2. Thorough knowledge of office practices and procedures, including Windows operating system, Microsoft Office, email and Internet.
3. Ability to learn, interpret and explain departmental and systems procedures and policies.
4. Ability to respond to questions or take accurate messages and schedule appointments.
5. Ability to perform routine mathematical functions.
6. Ability to communicate effectively, including effective telephone skills, good written and verbal
7. Ability to perform at a high level, as a team player, in a team environment.
8. Ability to relate well to diverse groups of people.
9. Strong organizational and problem-solving skills.
10. Ability to prioritize and manage multiple tasks in a fast-paced environment.
11. Ability to remain calm and professional in environment with shifting proprieties.
12. Thorough knowledge of information gathering and reporting techniques.
13. Ability to establish effective working relationships with co-workers, employees, department managers, administrators, candidates for employment, and the general public.
14. Ability to handle multiple tasks and be attentive to detail.
15. Sensitivity needed to handle confidential information in an appropriate manner.
16. Commitment to plan and organize work to meet deadlines.

PHYSICAL REQUIREMENTS:

Must be able to exert a negligible amount of force to move objects; classification consistent with Light Work. Must be able to be physically present at the workplace.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Printed Name:

Signature:

Date: