



Para - Professional – Job Description

Job Title: Human Resources Technician

Pay Grade: SA 07

Min \$33,358/Mid \$41,692/Max \$50,027

Reports To: Human Resources Administrator

FLSA Status: Non-exempt

Dept./School: Human Resources Dept.

Minimum Duty Days: 226 days

Primary Purpose:

Organize and manage the routine activities of the Human Resources Office and provide clerical services to the Human Resources Administrator and the areas overseen by that administrator.

Minimum Requirements:

- High school diploma or GED.
- Three years secretarial/clerical experience.
- Some bookkeeping experience.
- Microsoft Office/Google Suite experience.

Preferred Requirements:

- 48 semester credit hours or associate's degree or higher from an accredited higher education institution.

Special Knowledge/Skills:

- Excellent telephone skills.
- Proficient skills in typing, word processing, and file maintenance.
- Basic math skills.
- Ability to use personal computer and use Microsoft Office programs.
- Effective organization, communication, and interpersonal skills.
- Ability to read and communicate effectively both verbally and in writing in English and Spanish.
- Ability to follow oral and written instructions.
- Must be able to multi-task and work with frequent interruptions.

Major Responsibilities and Duties:

1. Performs new hire processing and ensures all required documents and processes are completed accurately and are submitted upon promptly to the appropriate person.
2. Receives resignation letters from employees and advises assigned administrator of the resignation and ensures that all required documents are received prior to release of final check.
3. Prepares payroll duties, such as inputting new hires and inactivating employees into the Frontline system and ensures completeness of the same by following established procedures and deadlines.
4. Reviews payroll reports for accuracy such as starting and exiting payroll forms prepared by HR administrator and advises supervisor of any discrepancies.
5. Contacts applicants to extend employment offers as needed and advises of new hire requirements and required document packets for processing.

6. Prepares recruitment packets, new hire packets, exit packets, and explains to employees the documents included in the packet, and assists them in completing them.
7. Works cooperatively with payroll office and HR's attendance and substitutes' office to process employees' payroll to ensure accuracy of the same.
8. Prepares correspondence, letters, forms, manuals, schedules, contracts, and reports for the assigned administrator and other department staff members as requested.
9. Receives and processes records for designated employees to ensure completeness of personnel files.
10. Assists the assigned administrator by scheduling and setting up interviews, processing new employees, grievance hearings, meetings and trainings.
11. Answers and responds to incoming calls, takes reliable messages, and routes to appropriate staff as needed.
12. Greets visitors and assists employees and applicants with completing applications and required paperwork.
13. Assists with the screening of employment applications as needed.
14. Plans ahead for upcoming activities and coordinates on a schedule to ensure tasks are done accurately and timely.
15. Maintains confidentiality of all information.
16. Assists administrator to prepare, record and distribute correspondence, forms, contracts, calendars, employee salary information, audit forms, letters of intent, and letters of reasonable assurance.
17. Compiles pertinent data as needed to prepare various federal, state, and local reports, including E.E.O.C., Texas Employer New Hire Report, certification, and TRS reports.
18. Maintains physical and computerized departmental files in an organized manner.
19. Responds to requests for verification of employment.
20. Assists and maintains certification and licensing information of certified or licensed professional and para-professional employees as needed.
21. Assists in processing teacher applications and verifies certification with the Texas State Board of Educator Certification (SBEC) assignment criteria as needed.
22. Process SBEC permit applications and monitor permit status as needed.
23. Assists employees with concerns or inquiries, and discusses any situation with the supervisor.
24. Maintains an open line of communication with supervisor to ensure operations run smoothly.
25. Works cooperatively with colleagues to ensure that department operations run smoothly by offering assistance as needed.
26. Performs other duties as may be assigned by any of the HR Administrators, HR Director and/or Executive Director for Human Resources.

Equipment Used

Personal computer, typewriter, printer, calculator, copier, shredder, scanner and fax machine.

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date