

JOB DESCRIPTION

Job Title:	Technician, Human Resources	FLSA Status:	Non-Exempt
Job Family:	Secretarial/Support Services	Pay Range:	17
Pay Program:	Classified	Work Year:	248 days
Prepared/Revised Date:	April, 2023		

SUMMARY: Perform human resources functions related to classified, licensed, and/or administrative positions. Duties include maintaining employee databases, onboarding new District employees, setting salaries, supporting applicants and employees with online application, interview, evaluation and substitute systems as well as the employee portal. Additional duties include assisting Human Resources Executive Directors with employee related issues, participating in employee orientations and responding to inquiries related to employment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Onboard new District employees by processing required paperwork, credentials and tax forms, create and maintain electronic employee file, assist in orientations and answer employment questions.	D	15%
2. Maintain and update demographic, salary, assignment, certificate, education, evaluation and contract information in HR/Payroll database for new, existing and exiting employees.	D	15%
3. Set salaries for new hires or employees changing jobs to include review of applications and resumes, following salary schedules, ranges and criteria and answering salary related questions.	D	15%
4. Act as a liaison between Human Resources and others by responding to, advising, and directing District staff regarding policies, procedures, and confidential and/or sensitive issues. Assist with coverage of the main District and Human Resources reception desks including answering and directing incoming visitors and telephone calls.	D	10%
5. Perform criminal background checks on employees, volunteers, and mentors.	D	10%
6. Assist applicants and staff with applicant, interview, evaluation and substitute systems including basic information, training and troubleshooting.	D	10%
7. Support Human Resources Executive Directors with employee related issues.	D	10%
8. Compose, type, and/or edit letters, memorandums, minutes, handbooks, spreadsheets, reports, and/or other written correspondence for the Human Resources Department.		5%
9. Research, compile, compute, and analyze information and statistical data for reports and/or communications.	M	5%
10. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent, plus specialized courses in business or administrative support.
- More than three years of experience in human resources or related field preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication, interpersonal, time management, problem solving, and report preparation skills.
- Strong organizational and multi-tasking skills.
- Strong knowledge of accounting, budget systems, and math.

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- Intermediate to advanced skill with personal computers, keyboarding, and typing.
- Ability to maintain confidentiality in all aspects of the job.
- Fluency in second language preferred.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies 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.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced knowledge of and experience with personal computers.
- Advanced knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE

	POSITION TITLE	
Reports to:	Assistant Superintendent of Human Resources & Human Resources Manager	
	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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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			
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

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