



CONFIDENTIAL TECHNICIAN-HUMAN RESOURCES

DEFINITION:

Under the supervision of the Assistant Superintendent, Human Resources, performs a variety of confidential technical duties in support of classified and/or certificated human resources operations and activities; processes a variety of forms and applications; participates in the recruitment, screening and processing of classified personnel; provides information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; provides technical and detailed information to District personnel concerning collective bargaining agreement articles; prepares and maintains a variety of manual and automated personnel files, records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a variety of technical duties in support of classified human resources operations and activities; resolves personnel-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to supervisor as needed.
- Provides technical and detailed information to District personnel concerning collective bargaining agreement articles, related human resources laws, codes, rules, regulations, practices, policies and procedures.
- Participates in the recruitment, screening and processing of classified personnel according to established procedures; arranges and follow-up for clearance on fingerprints; forwards new employee information to payroll and other departments.
- Organizes and monitors work flow and processes in the department.
- Receives and responds to inquires; interprets, explains and provides information and assistance to personnel, staff and the public regarding a variety of personnel regulations, policies and procedures; serves as an informational resource to employees, job applicants and the general public.
- Receives, processes and assures accuracy and completeness of forms and applications including stipends, requisitions and change of status; updates employee records as appropriate; notifies employees of changes in status and eligibility as needed; receives and accepts resignations and retirement letters from classified employees; monitors employee longevity and notifies appropriate personnel of changes in salary step progression and benefits eligibility.
- Inputs a variety of employee information and other personnel data into an assigned computer system; maintains automated employee records and files; generates a variety of computerized lists and reports; assures accuracy of input and output data; prepares governing board agenda items for personnel reports.
- Conducts research and compiles information and data for special projects.
- Establishes and maintains a variety of classified personnel files and records according to established policies and procedures; updates records and files with employee information, job location, job assignment, career step and class, sick and vacation leave, salary and related information.
- Reviews classified employment applications for minimum qualifications and completeness; verifies background information; notifies candidates of testing and interviewing activities; assist with coordinating and administering assessment tests as required.
- Operates a variety of office equipment including a calculator, copier, computer and assigned software.
- Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns
- Composes a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials.
- Performs variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.
- Attends and participates a variety of meetings, in-service trainings and orientation sessions as directed.

QUALIFICATIONS GUIDE

Knowledge of:

- Human resources office functions, practices and procedures.
- Practices and procedures related to classified personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Basic principles of collective bargaining agreements.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Data entry and retrieval techniques.
- Arithmetic calculations.

Ability to:

- Perform a variety of technical duties in support of classified human resources operations and activities.
- Participate in the recruitment, screening and processing of classified personnel.
- Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Provide technical and detailed information to District personnel concerning collective bargaining agreement articles.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Distribute, screen and process employment applications and other personnel-related documents.
- Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Type or input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Perform arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources, communications or a related field and five years increasingly responsible clerical experience including two years human resources experience.

PHYSICAL DEMANDS:

The physical demands described here 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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