

CLASS TITLE: HUMAN RESOURCES TECHNICIAN I

DEFINITION:

Under immediate supervision, performs technical/clerical duties in recruitment, compensation, benefits, examination, employment processing or other related human resources processes.

DISTINGUISHING CHARACTERISTICS:

HR Technician I is the entry-level classification in the Human Resources series; whereas HR Technician II is the experienced-level classification in the HR Technician series. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of technical/clerical duties. HR Technician II is the advanced-level classification in the series and includes specific technical responsibilities requiring the application of laws, rules, and bargaining agreements pertaining to employee transactions, conditions of employment, and employment status.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.

Solicits from and provides information to employees, job applicants, and the general public regarding personnel-related functions such as recruitment, examinations, classification, benefits, medical data, employee records, and human resources policies and procedures.

Reviews, processes and provides assistance in the completion of human resources forms and related documents for compliance with applicable procedures and policies.

Assists with administering the Substitute Teacher Assignment System.

Receives substitute requests and assigns personnel to vacancies according to established procedures.

Assists with filling requests for temporary employees and volunteers

Communicating information to candidates; preparing and placing job announcements and advertisements; preparing examination and interview materials; administering examinations; preparing eligibility lists and certification forms; making job offers.

Prepares and distributes a variety of human resources forms, job announcements, lists, correspondence and other materials related to assigned personnel functions including letters to applicants regarding interviews, test results, agendas, and insurance forms.

Proctors examinations including: checking candidates identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and that instructions are being followed, collecting and accounting for test booklets and materials used in the examination.

Assists with new employee onboarding processes.

Obtains proper documentation and clearance related to screening for employment such as fingerprint review, medical examination, and education verification.

Enters, updates and modifies, searches and retrieves specific personnel data, finds discrepancies, or verifies information such as job applications, employees' job assignments,

probation, employment and anniversary dates, salary, eligibility for advancement, medical information, classification, benefits and other pertinent information.

Extracts data from databases and computerized systems using various parameters to generate reports.

Retains and purges documents in accordance with record retention policies and regulations.

Assists with livescan fingerprinting in absence of fingerprinting clerk.

Performs basic clerical and record keeping duties associated with employee records, benefits administration, recruitment and selection, new employee processing, workers compensation and unemployment insurance.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: three years of human resources clerical/technical experience related to recruitment, selection, and onboarding. Experience must include maintaining computerized records, and interpreting and applying laws, rules and regulations. College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification, employment

Modern office methods, practices, and procedures

Desktop computer operations and office software applications including Outlook, Word, Excel, Powerpoint

Database operations

Effective recordkeeping systems and procedures

Proper English grammar, punctuation, and sentence structure

Principles of customer service and support

ABILITY TO:

Learn, understand, interpret, explain and apply polices, laws, rules and regulations pertaining to assignment

Utilize multiple databases, software and document imaging

Perform clerical and technical duties related to human resources recruitment, onboarding activities

Perform mathematical calculations

Organize work, set priorities and exercise sound judgment within established policies, and guidelines

Establish and maintain effective working relationships with staff, the public and outside agencies
Independently carry out oral and written instructions

Prepare a variety of professional-quality correspondence, announcements and reports

Follow oral and written instructions

Establish and maintain effective working relationships

Work effectively independently and as part of a team with minimum supervision

Exercise appropriate judgment in making decisions
Demonstrate attendance sufficient to complete the duties of the position as required
Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Revised: 5/90; 7/95; 10/98; 2/08; 12/14

Approved by Personnel Commission _____