

## HUMAN RESOURCES TECHNICIAN II

### **DEFINITION:**

Under general supervision, performs a variety of specialized, complex and confidential human resource clerical and technical activities related to recruitment, selection, onboarding, benefits and classification program units of the Human Resources Department; provides technical assistance to applicants, departments and Human Resources Department staff in the process of personnel transactions and the compilation and reporting of data; conducts special research and recordkeeping, assists in training staff and performs other related work as required.

### **TYPICAL TASKS:**

Essential Functions:

**(Depending on the area of assignment, duties may include, but are not limited to the following)**

Performs a variety of specialized and complex human resource clerical and technical activities related to recruitment, selection, onboarding, benefits and classification for County Office classified and certificated staff and special recruitments for county school districts;

Provides technical assistance in the preparation of recruitment and examination materials; scheduling and administration of recruitment, examination and onboarding processes;

Collaborates with hiring managers to develop the recruitment/selection plan specific for each vacancy, including classification review, advertising strategy, job postings, customize supplemental questionnaires used in conjunction with employment applications, screening criteria and other recruitment materials;

Assists with compiling testing materials;

Screens applications and evaluates minimum qualifications as established for classified and certificated positions, verifies credentials and/or eligibility;

Proctors and administers test/examinations; compiles test scores and exam results;

Prepares and maintains employment eligibility records in accordance with Merit System Rules and certification of candidates for employment;

Provides orientation to oral examination panels; extends offers of employment and notifies candidates of non-selection;

Establishes routing paths in SDCOE Position Control System.

Processes initial employment of staff, maintains employee files and computerized records, processes personnel/payroll transactions affecting pay or status in accordance with established rules;

Develops contracts for certificated employees;

Calculates salary advancements for teachers;

Provides information regarding employment opportunities, examination procedures and pre-employment requirements to staff and the public;

Compiles data and prepares reports concerning recruitment, onboarding, fingerprinting and other human resources-related activities; prepares ad hoc and special reports pertaining to assigned projects and functions;

Negotiates payment plans with employees who are overpaid;

**TYPICAL TASKS:**  
(cont.)

Explains and interprets human resource laws, policies, regulations and contract provisions to County Office and school district staff, and the public;

Assists in data-gathering for compensation surveys;

Provides technical assistance by organizing and coordinating human resource trainings; trains and provides technical guidance to staff;

Assists in preparing classification analysis documentation for Personnel Commission report.

Assists in coordinating activities for annual open enrollment; initial reporting/notification for workers compensation claims to insurance carrier;

Serve as a contact resource in the absence of the Employee Benefits Technician

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Thorough knowledge of: human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification, employment; common office computer systems and software; effective recordkeeping systems and procedures. Knowledge of: database operations; principles of customer service and support.

Skill in: maintaining accurate and confidential data and records using both computerized and manual storage systems; working with close attention to detail and accuracy; learning, interpreting and applying complex laws, rules, regulations and procedures; exercising tact and discretion in working with sensitive and confidential material; oral communications; computing arithmetical problems.

Ability to: Understand, interpret, explain and apply polices, laws, rules and regulations pertaining to SDCOE employment and recordkeeping requirements; utilize multiple databases , software and document imaging ; perform clerical and technical duties related to human resources recruitment, onboarding activities; organize work, set priorities and exercise sound judgment within established policies, and guidelines; review and verify applicant credentials for certificated recruitment; establish and maintain effective working relationships with staff, the public and outside agencies; independently carry out oral and written instructions; prepare a variety of correspondence and reports related to assigned function.

**EDUCATION/ 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: five years of human resources clerical/technical experience related to recruitment, selection, onboarding, salary advancements. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules and regulations. Experience providing technical leadership is desirable. College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

**DISTINGUISHING CHARACTERISTICS:**

Human Resources Technician II performs duties at a higher level of independence involving interpreting and applying various rules, policies, regulations and agreements. Specifically the Human Resources Technician II develops contracts; reviews transcripts and work experience to assign salary placement; negotiates overpayments; supports HR training classes; back-up to Employee Benefits Technician.

Revised: 5/90; 7/95; 10/98; 2/08; 10/11

Approved by Personnel Commission\_\_\_\_\_