

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director, Classified Personnel and/or Assistant Superintendent, Human Resources, performs a variety of technical duties in support of human resources operations and activities; participates in the recruitment, screening and processing of new personnel; provides information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepares and maintains a variety of manual and automated personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with coordinating and administering assessment tests as required.

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; disseminates bulk mailings as requested.

Establishes and maintains a variety of 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, medical information and benefits.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Participates in the recruitment, screening and processing of new personnel according to established procedures; collects and processes various employment forms and applications; arranges and follows-up for clearance on fingerprints; forwards new employee information to payroll and other departments.

Performs a variety of technical duties in support of human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to supervisor as needed.

Performs variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

Prepares and distributes announcements for job openings; places advertisements in various media; review applications for minimum qualifications and completeness; verifies background information; notifies candidates of testing and interviewing activities; compiles and prepares interview packets.

Provides information to new employees regarding vacation days, sick days, TB tests, benefits and related rules and regulations; determine proper salary placement; monitors employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility.

Serves as an informational resource to employees, job applicants and the general public; responds to inquiries and provides information regarding job openings and personnel functions, policies and procedures; distributes and assists applicants with completing required forms and applications.

Types and 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.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

Arithmetic calculations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data entry and retrieval techniques.

Human resources office functions, practices and procedures.

Interpersonal skills using tact, patience and courtesy.

Modern office procedures and record-keeping techniques.

Operations, policies and objectives relating to human resources activities.

Oral and written communication skills.

Practices and procedures related to classified and/or certificated personnel.
Record-keeping and report preparation techniques.
Technical aspects of field of specialty.
Telephone techniques and etiquette.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years increasingly responsible clerical experience including one-year human resources experience.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions.
Indoor Office environment.

PHYSICAL DEMANDS:

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

FLSA Status

Non Exempt

Approval Date

6/30/15, 9/28/17