



Administrative Services
Human Resources Technician

JOB SUMMARY

Under general direction, coordinate, organize and perform complex administrative functions related to certificated and classified personnel; apply and interpret rules, regulations and procedures related to personnel functions; process a variety of personnel employment applications and forms; extract personnel data, and maintain personnel records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process Personnel Requisitions for vacancies, new hires, position changes, resignations, and retirees.
- Assist with the onboarding process for new employees: post positions, administer applicant testing (if required), set up interviews, prepare and review pre-employment documents (i.e., regulations/balances), conduct employee orientations to include mandated trainings and online time and absence management.
- Enter employee position information in time and absence management systems.
- Collect and enter employee work schedules.
- Verify monthly step advances for classified and annually for certificated.
- Assist with tracking credential renewals.
- Verification of employment for district employees and substitutes.
- Complete forms for classified employees PERS qualification, and send out notification letters to employees that become PERS/STRS eligible.
- Prepare, compile and maintain accurate personnel data, reports, and files.
- Conduct audits/reports as requested by San Diego County Office of Education and District needs.
- Assist with open enrollment, insurance program changes, COBRA deposit, and insurance vendor remittances.
- Perform related duties as necessary.

EMPLOYMENT STANDARDS

Knowledge of:

- Preparation, maintenance, verification and processing of personnel records.
- District personnel policies, rules and procedures.
- Preparation of business correspondence.
- Proper English usage, grammar, spelling, and arithmetic.
- Interpersonal skills using tact, patience, and courtesy.

- Computer use including Microsoft Office Suite.

Ability to:

- Perform a variety of complex clerical and technical works related to District personnel functions, which involves the use of independent judgment and required accuracy and speed.
- Interpret and explain rules, policies and procedures.
- Exercise good judgment and maintain high levels of confidentiality.
- Maintain filing systems, which contain confidential and/or sensitive information.
- Work efficiently under pressure with frequent interruptions.
- Communicate effectively in both orally and in writing and organize work in order to meet schedules and time lines.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Be well organized and detail oriented.

QUALIFICATIONS

Education and Experience:

- Equivalent to completion of twelfth grade.
- Two years of office experience including experience in personnel human resources.
- Proven working experience in similar roles.
- Customer service and serving the public.

WORKING CONDITIONS

Environment:

- Daily contact with District and school site staff.
- Daily contact with parents, community members and public.
- Noise level in the work environment is usually moderate.

Physical Abilities:

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

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Range 12.5

Approved: May 24, 2016