

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of a Director of Personnel Services, perform a variety of technical duties and provide assistance to prospective and current classified and certificated personnel; process new personnel according to established procedures; prepare, audit and maintain a variety of related personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties and provide assistance to prospective and current classified and certificated personnel; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Participate in recruitment, screening, testing, interviewing, selection and employment of identified classified and certificated personnel; communicate with job applicants and provide information related to employment, payroll and the examination and hiring process; prepare rejection letters or make offers of employment.

Process requisitions to complete employment, termination, payroll and benefit processes for employees; verify accuracy of requisitions received and make changes as needed.

Schedule and participate in new employee orientation sessions; provide pertinent information regarding employment with the District.

Participate in the administration and scoring of pre-employment examinations; brief panels on appropriate and varied examination processes.

Maintain seniority lists, personnel files, professional growth credit program, miscellaneous earnings, unemployment information, evaluations and other employee information of assigned employee groups; determine salary including longevity and shift differentials and forward to payroll for processing.

Perform various clerical and secretarial activities including answering phones, taking messages, transferring calls, verifying employment, greeting visitors and other activities as assigned.

Establish, audit and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; prepare notices of employment and change of status for payroll action.

Prepare and explain employee paperwork, fingerprint information and physical paperwork; follow-up for complete clearance on fingerprints, physical and other pertinent employment information.

Maintain position control records as assigned; assign appropriate position control numbers.

Operate a variety of standard office equipment, such as a computer and applicable personnel software, telephone, typewriter, fax machine, and copier.

Assist personnel, applicants and the public and provide a variety of information related to the personnel function; research, interpret and apply rules and regulations related to personnel policies and guidelines.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures related to classified and certificated personnel.

Applicable sections of the Education Code and other rules and regulations related to assigned areas.

Operations, policies and objectives relating to human resources activities.

Operation of a computer and assigned software.

Record-keeping techniques.

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

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

Basic research methods.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of technical duties and provide assistance to prospective and current classified and certificated personnel.

Prepare and maintain a variety of related personnel requisitions, records and reports.

Apply and explain rules, regulations, policies and procedures related to assigned personnel.

Answer telephones and greet visitors and the public courteously.

Perform clerical duties such as filing, typing, duplicating and maintaining routine records.

Operate a computer and other office equipment as assigned.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Perform mathematical calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, secretarial science, or a related field and two years of increasingly responsible secretarial or personnel-related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

~~Adopted by BOT 1/25/03~~

Revised by BOT 1/23/06