

PERSONNEL COMMISSION

Class Code: 3352
Salary Range: 21 (C1)

HUMAN RESOURCES TECHNICIAN

JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of complex and technical personnel duties in support of the District's classified or certificated employment process; assure compliance with applicable laws, codes, rules and regulations; assist administrative staff with comprehensive personnel activities and programs; maintain confidentiality of sensitive and privileged information. **E**
- Coordinate and perform complete recruitment processes involving advertising, testing, interviewing, certifying and selecting. **E**
- Provide detailed and technical information on District and Merit System rules, policies and regulations to current and potential employees; assist employees with questions or problems; answer inquiries concerning hiring procedures, salary and benefit questions and other personnel issues. **E**
- Coordinate a specific function within classified or certificated units; plan, organize and review the work of staff to accomplish goals and meet deadlines; check work for accuracy, completeness and compliance with rules, regulations, policies and procedures; train new employees as necessary. **E**
- Maintain detailed permanent records on certificated and/or classified employees regarding such matters as name and address changes, credentials, job location, job assignment, career step and class, semester units, degrees, salary and additional salary compensation; compute and determine proper salary placements; generate related reports and analyze data; receive and process transfer requests from employees. **E**
- Compile, type, duplicate and distribute Board agendas; reconcile personnel changes and transaction requests including Board-approved and Commission-approved transactions. **E**
- Prepare, type and distribute a variety of forms, lists, correspondence, letters and other materials related to assigned personnel functions; assist in the preparation of personnel-related items to be submitted to the Board for approval. **E**

- Process substitute paperwork and assure appropriate credentials of substitutes as required by the position; maintain related employee and substitute records; schedule appointments for substitute employment processing; compile and distribute employment packets; orient substitutes and explain salary information, retirement, time cards, pay dates and other personnel issues. ***E***
- Assure employees and applicants have proper fingerprint clearances; authorize fingerprinting for employees; notify departments of employee clearance; assure proper procedures are followed during the fingerprinting process. ***E***
- Receive and code vacancy assignment sheets; submit sheets to appropriate administrator for approval; maintain related logs and files. ***E***
- Contact applicants to schedule interviews; verify eligibility of applicants; notify candidates of selection and non-selection decisions; schedule processing appointments; may process new hires; process forms to complete employment, termination and payroll processes for employees; prepare and mail employment contracts to teachers and administrators including temporary and special contracts. ***E***
- Prepare and mail annual performance evaluation report forms for permanent and probationary employees as required; receive completed evaluation reports and prepare related files and evaluation cards; post returned evaluations online. ***E***
- Prepare, type and distribute employee congratulation correspondence and years of service certificates or designated employees; coordinate attendance of staff and administrators at Board retirement presentations. ***E***
- Operate a computer and assigned software to input data and maintain records; operate a variety of office equipment including a copier, fax machine, calculator, scanner, typewriter and a shredder. ***E***
- Assist in the coordination of summer school assignments; receive applications and assure proper requirements have been satisfied; input related information into computerized database.
- Participate in the development and implementation of goals, objectives, policies and procedures of the office.
- Assist in the preparation and distribution of reasonable assurance letters as directed.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Human Resources Technician classification works under general supervision and performs complex work in one or more specific Human Resources functions. Incumbents have complete responsibility for a specialized function. Incumbents may have access to sensitive computer records in order to input or modify employee data. Incumbents are expected to resolve complex or technical issues and exercise independent judgement in the application of human resources practices and procedures. A high level of accuracy in recording and processing information is required as the consequences of error may have serious implications. Incumbents are required to maintain the confidentiality of sensitive and

privileged information and demonstrate very strong interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Practices and procedures related to certificated and/or classified personnel.
Personnel office functions, practices and procedures.
Merit system rules and regulations.
Payroll procedures, forms and practices.
State of California credential requirements and procedures.
Principles of training and providing work direction.
Applicable laws, codes, rules and regulations.
Record-keeping and report preparation techniques.
Operation of a computer terminal and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Mathematical computations.

Ability to:

Perform a variety of complex and technical personnel duties in support of the District's employment process.
Interpret, apply and explain rules, regulations, policies and procedures related to classified and/or certificated personnel.
Provide technical information and assistance to others concerning employment policies and personnel transactions.
Train and provide work direction and guidance to others.
Compute and determine appropriate salary placements.
Screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Prepare and maintain records and files.
Answer telephones and greet the public courteously.
Operate a variety of office equipment including a computer and assigned software.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written instructions.
Assign and review the work of others.
Plan and organize work.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

Experience:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable.

OR

One year of experience as a Human Resources Assistant with LBUSD.

OR

Three years of experience with LBUSD at the level of Intermediate Office Assistant.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

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

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 6/22/2000
Rev.: 10/2001
Rev.: 9/20/2007