

**William S. Hart Union High School District****Position Description**

Position: Human Resources Technician – Classified	
Job Family: Human Resources	FLSA: Non-exempt
Approved by: Personnel Commission, February 9, 2011	Salary Range: 260

**Summary**

Under the direction of the Director of Classified Personnel, oversees, monitors and administers a variety of human resources transactions. Administers programs such as human resources and position control systems and employee relations.

**Distinguishing Career Features**

The Human Resources Technician – Classified is the second of three levels in the Classified Human Resources career path. The Human Resources Technician – Classified is a technical position that requires application of specialized knowledge in the area of human resources. This position coordinates and applies the District's position control system, integral to linking budget administration to the job classification system and applies rules and regulations pertaining to a wide variety of personnel transactions. Advancement to this position requires the ability to coordinate, interpret and apply the position control system, administer human resources and position control programs, and specialized knowledge of federal, state, and local laws and policies applying to human resources practices. Advancement to Human Resources Analyst – Classified is based on need and compliance with the qualifications of the position, including specialized knowledge in the area of classification, compensation, recruitment and examination, and the ability to independently maintain responsibility for technical processes.

**Essential Duties and Responsibilities**

- Develops and maintains a district-wide position control system. Applies a system for coding and monitoring allocation of positions. Answers staffing level questions.
- Establishes and maintains position control information on each position, including but not limited to, appropriate position status, salary range, budgeted hours, encumbrance information and account allocation.
- Coordinates with Fiscal Services and Payroll in implementing position control procedures to ensure staffing budget controls are maintained.
- Processes new, temporary, limited-term, and provisional employees or student workers. Arranges pre-employment clearances such as fingerprinting, tuberculosis testing and physical exam; distributes, collects and reviews new hire paperwork.
- Conducts orientations for new employees.
- Enters and updates employee data into human resources and payroll systems.
- Maintains an automated human resources information system, which supports the following areas: compensation and classification, payroll, and employee demographics.

- Prepares, oversees and maintains records for employees, including, but not limited to, information such as salary, seniority dates, retirement, demographic information, fingerprint verification, T.B. test results, years/months of service, and work assignment. Generate related reports as needed.
- Oversees, monitors, reviews and records employee status changes and contractual rights such as, but not limited to, leaves of absence, promotions, transfers, reinstatements, layoffs, terminations, probation, salary placement and step increases, furlough obligations, and longevity.
- Assists employees and district administration with retirement regulations.
- Coordinates classified personnel staffing for summer school. Prepares and distributes employee notifications and maintains required documentation. Monitors summer school assignments.
- Prepares classified personnel report for the Governing Board.
- Produces form and other routine correspondence regarding employment or other personnel matters.
- Maintains classified personnel files and other confidential information, exercising discretion.
- Applies and ensures district is in compliance with Federal, State and District laws, rules and regulations pertaining to a wide variety of personnel transactions.
- Provides technical and procedural guidance to District staff and the public regarding employment and a wide variety of personnel transactions, applying appropriate Federal and State laws, Rules and Regulations of the Classified Service, and bargaining unit contract agreements.
- Verifies employment.
- May prepare, post and distribute job postings.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Specialized knowledge of the principles, practices, and procedures of employee relations, employee development, position control, human resources information systems and related services provided in a human resources department.
- Knowledge of laws, rules, regulations and procedures pertaining to personnel transactions and recordkeeping.
- Well-developed written language skills to prepare complex reports and correspondence.
- Math skills to compute sums, averages, ratios, products and quotients.
- Well-developed human relations skills to work productively and cooperatively with diverse groups within and outside the District, using tact, patience and courtesy.
- Well-developed skills in using a personal computer, common office productivity software (word processing, spreadsheet and database), and specialized databases and record keeping software used in an education or a human resources environment.

**Abilities**

- Requires the ability to carry out all aspects of the position.
- Learn, apply, and interpret rules and regulations, procedures, labor contracts and reference material pertaining to human resources.
- Gather and analyze data and develop conclusions, recommendations, reports and correspondence.
- Plan, organize, and prioritize complex and technical work processes in a high volume environment in order to meet schedules and timelines.
- Communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain the security of confidential materials and information.

**Physical Abilities**

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize computers, accomplish other desktop work, and to move to various locations.
- Visual acuity to recognize printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Hand and finger dexterity and hand/eye coordination to use a computer keyboard at an advanced rate and use common office equipment.
- Retrieve work materials from overhead, waist, and ground level files.

**Education and Experience**

Associate's degree in Human Resources or closely related field and two years of experience in human resources or an employment office. Additional experience may substitute for higher education based on two years of experience for one year of college.

**Licenses and Certificates**

May require a valid California driver's license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.