

JOB DESCRIPTION

Pleasanton Unified School District

HUMAN RESOURCE TECHNICIAN

Purpose Statement:

The job of Human Resource Technician is done for the purpose/s of processing new employees; maintaining personnel records of employee status; providing information to a variety of individuals/organizations; and monitoring assigned processes. The functions of this job classification require the performance of activities that are often of a confidential nature.

Essential Functions

- Composes documents (e.g. letters, bulletins, contracts, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Enrolls new employees (e.g. payroll, benefits, salary placement, etc.) for the purpose of providing information regarding employee benefits and practices and calculating/processing employee compensation.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines.
- Maintains a variety of employment files (seniority and eligibility lists, credentials, etc.) and records (manual and computer) (e.g. salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Monitors a variety of processes (e.g. probationary periods; license renewals, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions and/or facilitating employee orientation meetings.
- Prepares a variety of reports and related documents (e.g. agenda items, change of status, leave of absence, recruitment packages, conference schedules, etc.) for the purpose of providing documentation and information to others.
- Processes documents and materials (e.g. applications, credentials, salary schedule adjustments, changes in employment status, etc.) for the purpose of updating records and disseminating information to appropriate parties.
- Responds to inquiries by phone, mail and/or in person (e.g. employment requests, credential information, District processes, etc.) for the purpose of providing information and/or direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: keyboarding; pertinent computer software applications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 17