



Job Description

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| POSITION TITLE: | Human Resources Technician III Human Resources Office of the Superintendent | #2222 |
| SALARY PLACEMENT: | Classified Salary Schedule Range 31 | |

SUMMARY OF POSITION:

Under direction of the Chief Human Resources Office or administrative designee, performs a variety of technical Human Resources duties including duties related to the substitute services program and absence management system; provides assistance to prospective and current personnel; assists in the recruitment, examination and interviewing activities of new personnel; prepares and maintains a variety of related personnel records and reports. Provides direct support to the Project Liaison II. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a High School diploma or equivalent of the completion of twelfth grade, plus two years of working in a K-12 office environment and/or business/computer courses obtained through a college or vocational school or possess a college degree in a related subject from an accredited college/university. Experience of a closely related nature may be substituted for coursework or a degree. Proficient in computer word processing and spreadsheets. Three years of varied and progressively responsible clerical experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Experience working on a school site, school district, or county office of education. Experience working in Human Resources/Payroll. Experience in complex database information systems.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- practices and procedures related to the operation of office machines including computer equipment
- record-keeping techniques
- telephone techniques and etiquette
- basic research methods
- principles of training and providing work direction
- correct English usage, grammar, spelling, punctuation, and vocabulary
- practices and procedures related to human resources; operations, policies and objectives relating to personnel activities
- applicable sections of State codes and other laws regarding assigned personnel activities; laws, rules, regulations involved in test creation and validation, recruitment, compensation, and classification activities

Ability to:

- operate a computer
- provide assistance to prospective and current personnel
- perform a variety of technical duties related to the recruitment, examination, interviewing, and employment of personnel

- prepare and maintain a variety of related personnel records and reports; enforce rules, regulations, policies, and procedures related to personnel
- distribute, screen and process employment applications and other personnel-related documents
- perform clerical duties such as filing, typing, and duplicating
- communicate effectively both orally and in writing
- establish and maintain cooperative and effective working relationships with others
- work confidentially with discretion
- work efficiently with many interruptions
- be flexible and receptive to change

Possess:

- positive interpersonal skills

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Perform a wide variety of the day-to-day human resources functions including recruitment, selection, employment and employee/employer relations of certificated and classified employees.
2. Coordinate and provide services related to substitute/temporary employee program.
3. Maintain and oversee the Absence Management system.
4. Act as liaison between substitute employees and site/department personnel.
5. Resolve human resources-related issues and concern with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.
6. Receive applications for prospective substitute candidates.
7. Perform a variety of clerical and secretarial duties related to the human resources function; develop and maintain human resources and payroll-related forms; compose and type letters, reports and other documentation as directed.
8. Establish and maintain a variety of human resources files and records with discretion according to established procedures, policies, rules and regulations.
9. Assist personnel, applicants and the public and provide a variety of information related to the human resources function; research rules and regulation related to human resources policies and guidelines.
10. Operate a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, fax machine and copier.
11. Assist in conducting surveys; compile information and prepare human resources-related reports.
12. Train, provide work direction and review the work of assigned personnel.
13. Make routine decisions.
14. Maintain strict confidentiality on all job-related matters.
15. Attend to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
16. Perform related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.