



Job Description

Equal Employment Opportunity

HUMAN RESOURCES TECHNICIAN

DEPARTMENT/PROGRAM: Human Resources	CLASSIFICATION: Classified Non-Management
DIVISION: Human Resources	SALARY SCHEDULE: Classified - Confidential
REPORTS TO: Assistant Superintendent, Human Resources	SALARY RANGE: Range 35
APPROVAL DATE: 2/10//2026	WORK YEAR: 12 months
REVISION DATE:	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of Assistant Superintendent, the Human Resources Technician provides advanced technical and administrative support in the areas of assist with personnel recruitment and selection activities, application screening, test and interview development and administration, and eligibility list creation; assist with compliance, safety, workman’s compensation and disability management; absence management; addressing a variety of issues and providing general support; assisting in ensuring that personnel functions conform to all applicable regulatory requirements; and maintaining confidentiality of sensitive information, including union negotiations. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Post positions to the applicant tracking system; distribute or email district-wide job postings; screen on-line applications; coordinate skills testing; prepare interview and selection packets; assist with onboarding requirements
- Assists in collecting and preparing a variety of complex and technical reports and related documents to ensure compliance, including information related to negotiation strategies.
- Assist with various personnel functions including the processing of new hires, new employee orientations, preparation of materials, recruitment fairs and other recruitment activities, reasonable assurance, notice of intention to return, subpoena research, input absence reports; maintain confidentiality of sensitive information.
- Assist with disability management program and work with Third-Party Administrators or outside agencies to adhere to reasonable accommodation policies and procedures; Review and analyze tracking system for program participants for efficiency and effectiveness

- Communicate with other employees, departments, administrators, applicants, and the public to provide information and assistance concerning employment, recruitment, personnel selection, classification, compensation, and related legal requirements.
- Develops a wide variety of written materials (e.g., bulletins, job descriptions, forms, procedures, memoranda) to document activities, and convey information.
- Provide information on various internal policies and procedures, Education Code, and other employment regulations to ensure compliance with regulatory requirements.
- Maintains manual and electronic documents, files, and records (e.g., job evaluations, medical information, etc) to provide accurate information in compliance with established guidelines.
- Enter data into the personnel system related to employee evaluations, change of address, and TB clearances; assist with other personnel activities as needed.
- Provide excellent customer service by establishing positive relationships with staff and the public; respond to phone calls, emails, letters, and other communication; schedule meetings; open, screen, and route mail; may complete employment verification requests; provide coverage for front counter and reception; prepare a variety of letters, memorandums, notifications, etc.
- Participates in meetings, workshops, and trainings to stay current with changes and/or other information for supporting staff.
- Responds to written and verbal inquiries from a variety of internal and external sources to resolve problems, provide information, identify relevant issues, and refer to appropriate personnel.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Human Resource Services policies, procedures, and terminology within county office environment.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Computer, related software, and standard office equipment.
- Technical aspects of field of specialty.
- Current office practices, procedures, equipment, and technology.
- Record-keeping techniques. Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health and safety regulations. Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette
- Basic math, including calculations using fractions, percentages, and/or ratios
- Practices and principles of employee recruitment and selection
- English usage, oral and written grammar, punctuation, and spelling
- Microsoft Office, including Word, Excel, PowerPoint, and Teams

Skills and Abilities to:

- Perform the basic function of the position.
- Monitor timelines to ensure compliance.

- Adapt to changing priorities
- Adhere to safety practices
- Analyze issues and recommend action plans
- Be attentive to detail
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Maintain a variety of records and confidentiality of information
- Meet a variety of schedules, timeline, and deadlines
- Operate and use standard office equipment
- Solve problems effectively with tact, patience and courtesy
- Prepare reports
- Work well both independently and as part of a team
- Work with frequent interruptions and changing priorities and schedules
- Establish and maintain cooperative and effective working relationships with others
- Meet state and county standards of professional conduct as outlined in Board Policy

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Associate's degree with study in job-related area. Job-related experience within a specialized field is required.

EQUIVALENCY:

Additional qualifying experience can be substituted for the educational requirement on the basis of two years of closely related experience for one year of education requirement.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Job is performed in a generally clean and hazard-free indoor office environment
- Dexterity of hands and fingers to operate specialized equipment and tools.
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of document processing and view information on computer screens
- Some lifting, carrying, pushing, and/or pulling
- Some walking, standing, stooping, kneeling, crouching, and/or crawling
- Significant sitting