

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Human Resources Technician (Confidential)

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform specialized and technical tasks in interpretation and application of Classified/Certificated/Management salary schedules and teacher credentials.

**SUPERVISOR:** Superintendent or Designee

## **TYPICAL DUTIES:**

1. Maintain employment contracts on all employees.
2. Compose a variety of letters, bulletins, and memoranda.
3. Maintain personnel records such as applications, references, experience data, and evaluations.
4. Follow-up contacts with applicants.
5. Advertise for all positions both in and out of the District.
6. Evaluate and verify college transcripts and experience records.
7. Determine appropriate salary schedule and hourly wage placement.
8. Prepare employment contracts and amendments.
9. Initiate periodic corrections based on completion of additional units, degrees, work year changes, longevity, and annual increments as well as timely revisions based on work schedule changes, longevity, and annual step increases.
10. Interpret laws and regulations pertaining to credential requirements and assist certificated personnel in obtaining/renewing credentials.
11. Interpret laws and regulations pertaining to worker compensation issues.
12. Serve as the liaison between employee, District worker compensation carrier, and medical providers
13. Review worker compensation claimed absences for medical verification.
14. Research assignments within the District to accommodate employee modified duty.
15. Track worker compensation time authorized and notify thirty-nine (39) month reemployment rights.
16. Verify that all personnel are properly credentialed and alert supervisor when problems arise.
17. Maintain order of employment and employment/credential records.
18. Notify certificated personnel of credential expiration dates.
19. Assure new employees complete all necessary documents including contracts, loyalty oaths, W-4 forms, payroll documents, and other information.
20. Maintain records of status, probationary periods, and tenure of Certificated employees.
21. Maintain position control listings of all authorized classified and certificated positions.
22. Review Personnel Action Forms (PAF's), verify authorization, vacancy, and position profile for Classified positions.
23. Post to position control records, adding/deleting positions or changing profiles as authorized.
24. Prepare a variety of reports or special studies including statistical data for federal and state government or other agencies on employment, ethnic composition, and salaries or wages.
25. Explain and interpret personnel policies, procedures, collective bargaining contracts, and salary schedules.

26. Initiate personnel documents on employee leaves, resignation/retirements, and terminations.
27. Update and maintain employee personnel files and other records.
28. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- modern office procedures and practices;
- various office software programs;
- recordkeeping systems and files;
- letter and report writing;
- State Education Code, negotiated contracts, and state credentialing requirements.
- District policies and procedures affecting assigned duties;
- proper English usage, grammar, punctuation, and spelling.

### **Ability to:**

- project friendly and positive image;
- operate standard office equipment/machines such as calculator, copy machine, fax, personal computer and printer;
- type accurately and use word processing at a rate required for successful job performance;
- learn and use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- analyze and interpret data and draw logical conclusions;
- establish and maintain records and reports;
- understand and follow both oral and written directions;
- find and use resource material to compile information from a variety of sources;
- interpret policy and regulations regarding assigned duties;
- perform basic mathematical calculations;
- maintain physical requirements necessary to perform job functions in a safe and effective manner;
- communicate effectively and tactfully in both oral and written forms;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent;
- Preferred three (3) years of personnel/human resources experience;
- TB Test clearance;
- Criminal Justice Fingerprint clearance.

## **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversation;
- Sufficient dexterity to write, use telephone and standard office equipment;

- Ability to sit for extended periods of time;
- Physical, mental and emotional stamina to endure extended hours under sometimes stressful conditions.