

**Job Title: HUMAN RESOURCES TECHNICIAN I**

**Definition:**

Under the general supervision of the Assistant Superintendent, Human Resources, and under the direction of the Administrative Secretary III, Human Resources, performs a variety of clerical duties related to the human resources function of the District.

**Distinguishing Characteristics:**

This classification is distinguished from other positions in this class in that the incumbent assists in the performance of a variety of activities related to the human resources function of the District.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists as Human Resources Receptionist.
2. May prepare Human Resources Board Agenda items and types Board letters.
3. Assists in the maintenance of up-to-date records and reports.
4. Update and file employee emergency forms.
5. File misc. Classified forms.
6. May maintain employee TB and blood-borne pathogens records.
7. Prepares employment verifications.
8. Assist in the preparation of reports and notices as directed.
9. Performs general clerical assistance to the office including, but not limited to, answering inquiries over the telephone, typing, xeroxing and mailings.
10. Revises and updates policies and regulations.
11. Maintain security of sensitive personnel matters.
12. May process substitute teacher applications for interviews and hire.
13. Assist with credentials in the absence of credentials analyst.
14. May organize Substitute Teacher Handbook.
15. Hires and terminates substitute classified and unclassified employees.
16. Acts as Secretary to the Professional Growth Committee.
17. Verifies & checks forms 100 & 200.
18. Process forms 100, 200, 300 & 400.
19. Changes salaries on HRS system as appropriate.
20. Assists in maintaining files and personnel records.
21. Maintains and operates computerized sub finder system and related responsibilities.
22. Responsible for fingerprints processing.
23. Take pictures and issue staff badges.
24. Order office supplies.
25. Prepares service requisitions and purchase requisitions.
26. May prepare employee evaluations monthly.
27. Assists in verifying employment applications for accuracy.
28. Performs other related duties as assigned.

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**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office practices, typing, filing, business correspondence and computers

**Skill and Ability to:**

- Understand and interpret oral and written directions and instructions
- Compile and analyze information
- Keyboard neatly and accurately at least 35 wpm on a five-minute test.
- Establish and maintain cooperative working relationships with others and uses good judgment in contacts with the public
- Maintain professional confidentiality

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and two years of responsible clerical experience.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 33

**PHYSICAL REQUIREMENT INFORMATION**

| <b>Physical Demands:</b> | <b>HPD = Hrs. Per Day</b> |                          |                        |
|--------------------------|---------------------------|--------------------------|------------------------|
|                          | Rarely (0 – 1.5 HPD)      | Occasionally (1.5-3 HPD) | Frequently (3 – 6 HPD) |
| Sitting                  |                           |                          | X                      |
| Standing                 | X                         |                          |                        |
| Walking                  | X                         |                          |                        |
| Bending (neck)           |                           |                          | X                      |
| Bending (waist)          | X                         |                          |                        |
| Kneeling                 | X                         |                          |                        |
| Reaching                 |                           | X                        |                        |
| Stooping                 | X                         |                          |                        |
| Crawling                 | X                         |                          |                        |
| Twisting (back & neck)   |                           | X                        |                        |

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|                 |   |  |  |
|-----------------|---|--|--|
| Climbing        | X |  |  |
| Pushing/Pulling | X |  |  |

|              | <b>Lifting</b>          |                               |                           | <b>Carrying</b>         |                               |                           |
|--------------|-------------------------|-------------------------------|---------------------------|-------------------------|-------------------------------|---------------------------|
|              | Rarely<br>(0 – 1.5 HPD) | Occasionally<br>(1.5 – 3 HPD) | Frequently<br>(3 – 6 HPD) | Rarely<br>(0 – 1.5 HPD) | Occasionally<br>(1.5 – 3 HPD) | Frequently<br>(3 – 6 HPD) |
| 0 – 10 lbs.  | X                       |                               |                           | X                       |                               |                           |
| 11 – 25 lbs. | X                       |                               |                           | X                       |                               |                           |
| 26 – 50 lbs. | X                       |                               |                           | X                       |                               |                           |
| 51 – 75 lbs. | X                       |                               |                           | X                       |                               |                           |

| <b>Mental Demands:</b> | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|------------------------|----------------------|----------------------------|------------------------|
| Problem Solve          |                      |                            | X                      |
| Make Decisions         |                      |                            | X                      |
| Supervise              | X                    |                            |                        |
| Interpret Data         | X                    | X                          |                        |
| Organize               |                      |                            | X                      |
| Write                  |                      |                            | X                      |
| Plan                   | X                    |                            |                        |
| Multi-Task             |                      |                            | X                      |

| <b>Equipment Use:</b> | Rarely (0 – 1.5 HPD) | Occasionally (1.5 – 3 HPD) | Frequently (3 – 6 HPD) |
|-----------------------|----------------------|----------------------------|------------------------|
| Telephone             |                      | X                          |                        |
| Copier                | X                    |                            |                        |
| Computer              |                      |                            | X                      |
| FAX Machine           | X                    |                            |                        |
| Radio                 | X                    |                            |                        |