

Job Title: HUMAN RESOURCES TECHNICIAN II

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. Input all new hires into the HRS system.
2. Process job changes and salary changes for permanent staff.
3. Maintains leave of absences (LOA) on HRS system and also maintains LOA log spreadsheet.
4. Updates and/or makes corrections to HRS system.
5. Update and maintain employees' specific information (e.g. education, experience and organizations, skills and languages, etc.).
6. Implement and maintain Human Resources electronic employee record system.
7. Assists with initial longevity/seniority dates.
8. May assist with table updates and changes.
9. May assist with other HRS departmental duties (e.g. counter, telephones, etc.).
10. Performs general clerical assistance to the office including, but not limited to, answering inquiries over the telephone, typing, Xeroxing and mailings.
11. Assists in maintaining files and personnel records.
12. Assists in the preparation of reports and notices as directed.
13. May assist with employment verifications and fingerprint processing.
14. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office practices, typing, filing, business correspondence and computers.
- Proficient knowledge of Excel and Microsoft Word

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

Job Title: HUMAN RESOURCES TECHNICIAN II**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 three 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/ 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 a live scan fingerprinting completed and cleared prior to beginning work.

Range: 35

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	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	
Climbing	X		
Pushing/Pulling		X	

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

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Mental Demands:	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	
Organize		X	
Write		X	
Plan		X	
Multi-Task		X	

Equipment Use:	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		