



TITLE	CLASSIFICATION	SALARY GRADE
HUMAN RESOURCES TECHNICIAN	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under general supervision, coordinates specific Human Resources functions (such as employee leaves, absences, recruitment/employment, classification review and evaluations); maintains systems related to functions performed; initiates and assists in developing and communicating guidelines for those functions; verifies completeness and processes forms and other documents; and performs related work as required.

SCOPE:

The Human Resources Technician maintains and provides detailed technical information to employees and the general public for specific Human Resources functions; responds to inquiries; interprets, applies and implements approved changes to collective bargaining agreements, District procedures, and State and Federal Laws/Regulations for specific areas of responsibility.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Creates, reviews, processes and verifies forms and other documents related to areas assigned.
2. Advises employees and the general public about Human Resources and District policies and procedures, collective bargaining agreements, recruitment procedures/processes, and Federal and State guidelines,
3. Coordinates and administers employee tracking systems (i.e., HRIS system and application tracking system); compiles related reports, statistics, documents and correspondence; researches and resolves issues to area assigned.
4. Collects, processes and monitors applications and employment paperwork for the general public and for employees; ensures completion of employment requirements (fingerprints, tuberculosis clearance, I-9s, etc.).
5. Coordinates the evaluation process for classified and management employees; monitors the signing process for all employee evaluations; tracks incomplete evaluations; communicates status of evaluation process to managers.
6. Coordinates and communicates the status of the employment process for the general public and District employees.
7. Monitors Human Resources functions for employees such as step increases, longevity increments, tuberculosis clearances, and vacation payoffs; and notifies Payroll of necessary changes.
8. Creates and updates job announcements; develops, maintains and tracks advertisements for recruitments including print and online sources; maintains Human Resources website as it relates to recruitments; monitors departmental advertising budget.
9. Serves as primary point of contact with the general public and employees regarding recruitment guidelines, interview processes, and correspondence.
10. Collaborates with Payroll to resolve complex pay issues.
11. Coordinates orientations for new employees and hiring committees as necessary.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. Assists in staff development activities/trainings/tracking as necessary.
13. Assists in the planning of and participates in events and conferences representing the District.
14. Trains and directs the work of student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Write accurate and comprehensive reports; perform and prioritize multiple tasks under time constraints; perform detailed tasks with accuracy; communicate effectively in English; follow and give oral and written directions; maintain cooperative working relationships; interact with other employees, students and the public in a helpful, courteous and friendly manner; interpret, apply and initiate collective bargaining agreements and District policies and procedures, and state/federal guidelines; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Current Human Resources practices and guidelines; modern office methods and practices including filing, proofreading, formatting, report writing; current office equipment, technology and standard computer software and internet navigation and web site maintenance programs.

Preferred additional knowledge: Human Resources Department and District policies and familiarity with collective bargaining agreements, federal and state guidelines, and Equal Employment Opportunity guidelines.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school and HR Certificate or Associate's degree.

Experience:

Increasingly responsible experience working in a human resources environment.

Preferred Experience:

Previous experience interpreting, applying, and communicating collective bargaining agreements and hiring and employment guidelines in an educational environment.