

HUMAN RESOURCES TECHNICIAN II

DEFINITION

Under direction, to perform subprofessional technical human resources work of a difficult and complex nature in support of one or more major human resources program areas.

EXAMPLES OF DUTIES

Interpret human resources policies and procedures to ensure uniform and consistent application; provide advice and assistance in response to inquiries from within and outside the District; act as liaison between the Human Resources Department and other operating departments within the District; maintain human resources files and records; compile statistical and financial data for surveys and administrative reports. Incumbents of this classification are also assigned responsibilities within at least one of the following human resources areas: (1) recruitment and selection of certificated employees, including receiving and placing advertisements in local, state or national publications; process applications and/or placement files; verifying education and experience requirements; collecting and maintaining affirmative action applicant information; and coordinating the screening and interview processes, (2) teacher credentialing, including monitoring credential requirements and processing applications for new or renewal of credentials, and maintaining up-to-date and accurate information on the credential rules and regulations of the Commission on Teacher Credentialing, (3) teacher substitute program, including review of applications and/or placement files and credentials, processing of employment documents, and monitoring performance and employment status or, (4) employment and related human resources transactions/reports, including processing employment documents and subsequent changes in employment status; conducting employee orientation, preparing staff and salary verifications, processing and monitoring teacher experience, unit credit and professional growth for salary advancement; monitoring credential status, processing leaves of absence with-and-without pay; monitoring teacher assignment/misassignment, probation and evaluation process.

QUALIFICATIONS

Knowledge of

Methods of organizational management; research and statistics techniques; working knowledge of one or more of the major human resources functions; correct English grammar, spelling and punctuation; modern office methods, procedures, practices and office automation, including computer operations/word processing.

Ability to

Apply principles, concepts and work processes, laws, rules and reference materials pertinent to the operations of a human resources office; gather and analyze data; independently do a variety of technical human resources reports; apply rules and regulations to specific cases; reason logically and draw valid conclusions; clearly communicate ideas and recommendations; understand human resources rules and regulations governing public employment; develop new operational procedures and related processes; establish and maintain cooperative working relationships.

Experience

Four years of technical work in one or more human resources program areas which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in organization or human resources management.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: May 14, 1980

Revised: March 8, 1982

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: December 12, 2000 effective January 1, 2001

Revised: December 10, 2002 effective January 1, 2003

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