

HUMAN RESOURCES TECHNICIAN I

DEFINITION

Under direction, to perform subprofessional technical human resources work required in the support of a comprehensive human resources program for classified employees.

EXAMPLES OF DUTIES

Prepare human resources reports for approval of the Board of Education; organize the recruitment and selection of classified employees, including receiving and placing advertisements in local, state or national publications; process applications and/or placement files; verifying education and experience requirements; prepare job announcements; explain application and selection procedures; act as liaison between the Human Resources Department and other operating departments within the District; arrange employment interviews and tests; process new employees and subsequent changes in employment status; provide orientation information to new employees regarding District policies, procedures, rules and regulations; post data and information to automated human resources data base system; maintain and monitor probationary periods and performance evaluation due dates; initiate salary advancement transactions; process leaves with and without pay; prepare staff and salary verifications, seniority lists, COBRA letters, reasonable assurance letters and other related human resources documents and records; maintain human resources files and records; type memos, correspondence and forms; assist assigned administrator with various projects including surveys, studies, reports, revisions to policy procedures, rules and regulations; respond to requests for information by employees, District officials, public and private agencies; receive complaints and take actions accordingly.

QUALIFICATIONS

Knowledge of

Methods of organizational management; basic research techniques; principles and practices of human resources record keeping; rules, codes and laws related to public sector employment; correct English grammar, spelling and punctuation; modern office methods, procedures, practices and office automation, including computer operations/word processing.

Ability to

Understand human resources rules and regulations governing public employment; develop operational procedures and related processes; independently do a variety of technical human resources projects; apply rules and regulations to specific cases; analyze data and draw conclusions; express ideas and give instructions effectively; maintain and establish cooperative working relationships.

Experience

Three years of experience 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. The weight of materials will vary, but generally will be of less than twenty pounds.

Licenses

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

Board Approved: 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
Revised: December 1, 2015, effective January 22, 2016
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