

**ALISAL UNION SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
JOB DESCRIPTION**

HUMAN RESOURCES TECHNICIAN

PRIMARY FUNCTION: Under general supervision, to serve as confidential technician, performing a variety of clerical and technical Human Resources Division duties, and to do related work as required.

DIRECTLY RESPONSIBLE TO: Director of Human Resources

MAJOR DUTIES AND RESPONSIBILITIES:

Prepare letters, reports, forms, policies, proposals, tentative agreements, collective bargaining agreements and confidential information relating to grievances and collective bargaining.

Maintain and manage grievance records, collective bargaining notes and expired collective bargaining agreements.

Maintain and manage employee database, including seniority list(s).

Maintain personnel files and records including transcripts, credentials, permits, and professional growth.

Review employment applications for completeness.

Schedule applicants and prepare materials for all phases of the interview process.

Assist with all phases of the interview process.

Process new employees and ensures appropriateness of transcripts, credentials, and permits.

Compile data and prepare reports.

Update personnel records as needed.

Enter data into the computer including position control.

Serve as a liaison between the Human Resources Division and employees.

Compose letters, reports, forms and other materials as requested.

Process consultant contracts and personnel.

Conduct new employee orientations, as scheduled.

Provide backup support in the management of the substitute teacher system.

Process employee verifications, TB testing, fingerprinting, as needed.

Assist with Summer School postings and processing.

Maintain applicant-tracking files.

Serve as back up for substitute and temp services.

Monitor Human Resources Division compliance with state Bloodborne Pathogen regulations pursuant to Board Policy.

Develop, prepare, and complete forms for the Human Resources Division, including requests for leaves and unemployment insurance forms.

Maintain employment application files.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Record and maintain statistics, including applicant tracking and Affirmative Action data.

Assist in the preparation of Board agenda items.

Operate a variety of office equipment including word processors, calculators and copy machines.

Disseminate appropriate information and assist public agencies, district employees and applicants in person or by telephone on a variety of personnel matters.

Handle office communication systems including telephone, intercom, e-mail, fax modems and a variety of technology based communication tools.

MINIMUM QUALIFICATIONS:

Knowledge of: Office methods and practices, including filing systems, receptionist and telephone techniques, letter and report writing. Correct English usage, spelling, grammar and punctuation. Database and graphic applications. In-depth understanding of university/college transcript interpretation. Knowledge of credential types and regulations.

Minimum AA Degree required. Equivalent to three years of increasingly responsible human resources experience in a school district or County Office of Education.

Ability to: Perform responsible clerical work with speed and accuracy. Understand and carry out oral and written directions. Deal effectively with a wide variety of personalities requiring diplomacy and poise. Type at a speed of 50 words per minute.

Experience: Three years of increasingly responsible clerical experience.

DESIRABLE QUALIFICATIONS:

Experience and/or training in human resources preferably in a school environment.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of the Human Resources Technician. These physical requirements include:

1. Some periodic handling of light or medium weight parcels, supplies and equipment up to 20 pounds.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoor work environment with exposure to wide ranges of temperatures.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.

The work year for this position is 260 days.

Adopted: September 3, 1997

Revised: June 26, 2002; August 8, 2012