

JOB TITLE: Human Resources Technician I

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of confidential technical duties and activities including health benefits, typing, filing, telephoning, and record keeping in support of human resource operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires discretion, initiative, and sound judgment as well as technical knowledge and abilities to perform the needed human resource support services. Accuracy and attention to detail in the maintenance, processing, and updating of assigned human resource records and files are required.

SUPERVISOR: Assistant Superintendent of Human Resources

TYPICAL DUTIES:

1. Assists in maintaining and updating personnel files and records including computer data files.
2. Assists in accepting applications for employment; categorizes, records, and maintains applications in appropriate files.
3. Composes, types, and distributes position advertisements and announcements in and out of District.
4. Assists with compiling necessary interviewing materials, notifying applicants, and explaining interviewing procedure.
5. Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
6. Assists in compiling statistical data and preparing various reports for appropriate review and distribution.
7. Provides information and assistance to job applicants and employees regarding vacancies and the status of their applications.
8. Assists with maintaining job description books.
9. Assists in the maintenance and distribution of District personnel directory.
10. Assists in maintaining such human resource functions as handbooks, department forms, and on-going human resource procedures.
11. Assists with processing and recording fingerprints of all employees.
12. Assists in maintaining and distributing up-to-date salary schedules.
13. Assists in salary survey research.
14. Reconciles the health benefit payments of all insurance premiums for both certificated and classified.
15. Assists in maintaining employee health, welfare and retirement benefit files.

16. Assists in the hiring of substitutes and maintenance of their files.
17. Performs other related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques.
2. Proper English usage, grammar, spelling, vocabulary, and punctuation.
3. Theory, principles, and practices of public school human resource management, school human resource law and school district organization.
4. Relevant state and federal laws, regulations and procedures.

Ability to:

1. Establish and maintain accurate filing and record keeping systems including computer data files.
2. Operate standard office equipment including a computer, printer, typewriter, copier, and calculator.
3. Effectively utilize computer and computer technology for information management and data gathering.
4. Use computerized human resource management information systems.
5. Type accurately at a rate of 50 words a minute from clear copy.
6. Maintain the confidentiality and security of sensitive information and files.
7. Apply good judgment in recognizing the scope of authority as delegated.
8. Gather, compile, and organize information and prepare assigned reports.
9. Communicate tactfully and effectively in both oral and written forms.
10. Plan, organize, and prioritize assigned workload and meet established timelines.
11. Provide, with assistance, district human resource policies, procedures, and regulations to employees and applicants.
12. Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION:

This position requires combination of education and/or training equivalent to one year of college with focus in school personnel and human resources principles and practices.

EXPERIENCE:

Two years of experience in administrative and office support, at least one year of which involved technical human resource staff experience.

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment

Adopted: June 20, 2001
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