

**Job Title: HUMAN RESOURCES TECHNICIAN I****Definition:**

Under the direction of the Assistant Superintendent of Human Resources, assist in performing complex technical and clerical duties related to employment and assignment of certificated, classified and substitute personnel. Maintain detailed and accurate records, prepare reports, process personnel and provide clerical support to all areas of Human Resources as assigned.

Essential Functions:

- Coordinate SmartFindExpress system. Provide support for all SmartFindExpress users.
- Receive sort and route mail; weigh, calculate costs and meter outgoing mail daily.
- Assist with providing information and assistance to District personnel and the general public regarding job vacancies and other personnel procedures and functions; posting notices of job opportunities and distributing and receiving applications for District employment; scheduling interviews and notifying applicants of examination and interview results.
- Assist with maintaining a variety of employment, examination, credentialing and other personnel records and files related to District employees and applicants; obtaining required information from employees, including fingerprinting and TB test results, Social Security numbers, driver's license, I-9 and other data.
- Assist with handbooks and personnel packets to new employees. Provide information regarding physical examinations. Update Substitute Handbook annually. Assist in assuring that credentials are valid and registered with the County; schedule physical examinations and fingerprinting for new employees according to established procedures and contract and labor laws.
- Assist in communicating with other public agencies and private employers to verify former or current employment of prospective employees. Prepare reports, correspondence, lists, notices and other information as required.
- Recruit, process and coordinate hiring of new substitutes and safety supervisors, including the employment requisition and EDD report for each new substitute.
- Coordinate, train, and conduct orientation sessions for all new substitutes with District policies and procedures.
- Provide support network for all substitutes and send reasonable assurance letters annually to all substitutes.
- Keep accurate monthly and yearly attendance logs for certificated and classified staff.
- Operate Human Resource office equipment including computer, printer, typewriter, camera, copier, facsimile machine, calculator, postage meter and others.
- Maintain an accurate log of all unemployment claims as received and communicate with claims representative regarding such claims.
- Provide documentation for any appeals claims, hearing claims and assist Administration in any claim hearings
- Monitor and keep accurate records for EDD report.
- Human Resources Technician I will provide support Human Resources Department as needed.
- Perform other related duties as needed.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Experience and Education:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The



requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by personnel courses and two years of increasingly responsible clerical experience, including some experience in a school district or Human Resources office.

Licenses and other Requirements:

None are required for this classification.

Mental Demands**Language Skills:**

Ability to read and learn to interpret, apply and explain personnel policies, procedures, rules and regulations; compose reports and correspondence using correct English grammar, spelling, punctuation and vocabulary; learn to provide specialized information related to classified or certificated employment including recruitment and selection; effectively communicate with others, in person or on the telephone, using tact, diplomacy and courtesy.

Mathematical Skills:

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals; make arithmetic calculations quickly and accurately, identify and correct numerical discrepancies quickly and accurately.

Reasoning Ability:

Ability to learn to apply knowledge and understanding to carry out instructions furnished in written, oral, or diagram form, including Federal and State regulations and District policies and procedures; deal effectively with technical problems involving several individuals and variables in an independent manner, learn quickly and apply specific rules, policies and procedures of the program and function to which assigned; exercise good judgment, discretion, tact and courtesy in handling confidential and sensitive matters.

Other Skills and Abilities:

Demonstrate knowledge of:

Modern office practices, procedures and equipment

Recordkeeping techniques

Interpersonal skills using tact, patience and courtesy

Basic Human Resources procedures

Operation of a computer terminal and data entry skills

Telephone etiquette

Demonstrated abilities to:

Perform complex clerical work related to Human Resources.

Use interpersonal skills with tact, patience and courtesy

Compile and analyze information and prepare reports

Maintain accurate and required personnel records

Establish and maintain cooperative and effective working relationships with others

Maintain confidentiality of records and information

Type accurately at an acceptable rate of speed



Perform a variety of computer-related tasks including data entry and records management
Work effectively with frequent interruptions
Meet schedules and timelines
Operate personnel office equipment including computer, printer, typewriter, ID camera, copier, facsimile machine, calculator, laminator, postage meter and others

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over telephone and in person; walk to other offices in the building to attend meetings or deliver materials.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

Vision Requirements:

Ability to see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring an object into sharp focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

Work is usually performed in a District office environment; subject to frequent interruptions. Occasionally, the employee in this class may be required to drive to various locations to conduct District business.

Exposures, Risks and Hazards:

While performing the duties of this classification, the employee regularly is exposed to the normal risks and hazards of operating computer-related equipment.

BOARD APPROVED 03/04/08

Revised: 4/26/2022



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER