



**CLASSIFIED**  
**Job Class Description**  
 4270.53

**Alpine Union School District**

**Equal Employment Opportunity**

**HUMAN RESOURCES TECHNICIAN**

<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Classified <b>LEVEL:</b> Range 25
<b>REPORTS TO:</b> Assistant Superintendent, Human Resources & Student Services	<b><u>DATES CURRENT JOB DESCRIPTION APPROVED:</u></b> Board of Trustees effective:.....

**PURPOSE:**

Under direction of the Assistant Superintendent, Human Resources and Student Services, performs a variety of complex technical and clerical duties related to the generation of accurate and timely personnel and employee job assignment information. Reviews, updates and processes data into the District's database systems. Assists with functions related to the generation of accurate pay warrants for employees throughout the District. Incumbents in this classification provide students, staff and the public with administrative support services which directly supports student learning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Conducts recruitments for open and promotional positions and lateral transfers; reviews online applications for eligibility compliance; drafts, edits and manages job postings and applicant tracking on EDJOIN, and various other advertising platforms.
- Arranges employee interviews; assembles and distributes interview packets; extends offers of employment for permanent and temporary staffing; notifies candidates of non-selection.
- Coordinates employment onboarding process for classified, certificated, and supplemental positions; verifies employee eligibility for coverage under District group insurance programs; assists in vetting and checking references; explains employment paperwork and requirements for employment; compiles employment data and materials (e.g., new hire paperwork, fingerprinting, TB test).

- Proctors proficiency exams and certain recruitment tests for the purpose of evaluating applicant qualifications; assembles and organizes written examination materials.
- Answers employee questions about District policy and procedures.
- Prepares, maintains and monitors a variety of complex spreadsheets and database reports e.g., credential eligibility reports, fingerprint clearances, seniority lists, employee evaluations).
- Verifies employment, work experience and background information of prospective classified employees as needed for initial placement on classified salary schedule.
- Assists with evaluation of certificated employee transcripts and verification of experience for placement and advancement on the certificated salary schedule; prepares certificated staff contracts.
- Tracks performance evaluation dates for certificated and classified employees; notifies supervisors of evaluation due dates; monitors receipt of performance evaluations.
- Maintains automated system database (e.g., AESOP Absence Management System) and reconciles substitute payroll information (e.g., rates of pay, work shifts, account codes) for the purpose of providing coverage at school sites and ensuring accuracy of payroll records.
- Compiles and validates data, from a variety of sources (e.g., employee and extra hour timesheets, annual notifications, reasonable assurance, Sick Leave Bank Donation forms) related to employment for compliance with financial, legal and/or administrative requirements.
- Prepares written materials (e.g., reports, letters, memos, forms, and other documents) using data bases, word processing programs and PowerPoint.
- Inputs and updates certificated and classified personal employee data and job assignment information into the District's PeopleSoft database for the purpose of maintaining employment database, position control, and ensuring employment history integrity.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports payroll functions by gathering, reviewing, and correcting time sheets, time cards, absence cards, data processing printouts, and other documents.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Updates and maintains departmental files and records.
- Supports assigned administrative personnel in order to assist with administrative functions.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

#### **QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **KNOWLEDGE OF:**

- Correct English usage, spelling, grammar, punctuation and composition.
- Basic math including calculations using fractions, percentages and/or ratios.
- Business telephone etiquette.
- Safety practices and procedures.

Job Class Title: **Human Resources Technician**

Updated 11/2019

Previous job class approval/revision dates: June 2, 2016

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- Modern office methods, procedures and equipment.
- Computer input, word and data processing.
- Record retrieval and storage systems.
- Payroll procedures.
- Laws and regulations of the Education Code, Labor Codes and District Policies pertaining to assigned area.

**ABILITY TO:**

- Perform technical and clerical work involving use of independent judgment and requiring accuracy and speed.
- Operate a variety of office machines, including but not limited, to telephone system, computers, and copying machines.
- Set up and maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with constant interruption.
- Change and adapt office procedures and details in concert with the needs and requirements of the District.
- Perform in situations requiring specialized knowledge, using tact, discretion, good judgment and confidentiality.
- Understand and apply policies and rules.
- Understand, carry out and give oral and written instructions.
- Maintain attention to detail.
- Proofread documents for proper grammar, spelling and punctuation.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Establish and maintain effective working relationships with students, staff and the community.
- Follow department and District policies and procedures.
- Type at a net corrected speed of 50 words per minute.
- Manage time, set priorities and adapt to changing work priorities.
- Respond to emergency situations in a controlled manner.

**EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:**

**Training and Experience:**

High school diploma or equivalent.

Two (2) years of responsible office experience, including experience in a school district working with personnel and/or payroll data is desirable; supplemented by or including courses in office procedures or data entry.

**Licenses and Certificates:**

May require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Current typing certificate at a net corrected speed of 50 wpm required.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

(Must be performed with or without reasonable accommodations)

Good physical condition as determined by pre-employment inquiries and medical examination.

Work performed under high stress conditions requiring significant mental demands.

Some lifting, carrying, pushing, and/or pulling.

Significant fine finger dexterity.