

CENTRAL SCHOOL DISTRICT

Job Title: Human Resources Technician

Occupational Group: Clerical

Reports to: Assistant Superintendent of Human Resources
and Safety Preparedness

Pay Range: 21

Date of Board Approval: 7/18/2021

Work Year: 12 months

DEFINITION

Under direction of the Assistant Superintendent of Human Resources and Safety Preparedness, perform a wide variety of specialized work of a technical, clerical and confidential nature related to personnel functions designed to support Human Resources office; serve as a support to administrator, input computer data; maintain a variety of personnel and safety records and files; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, including or supplemented by coursework in typing, record management, and general office practices and procedures.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Experience:

- Two years of experience related to general office duties and computer-based clerical functions.

Knowledge and Abilities:

Knowledge of:

Principles, procedures, methods, techniques and operations of an administrator's office; modern office practices and equipment, including automated data management, storage and retrieval systems; current workers compensation laws and regulations; proper English usage, spelling, punctuation, grammar and report formatting; record keeping techniques, filing systems and information management; communication techniques, strategies and procedures.

Ability to:

Coordinate, organize and schedule clerical functions and activities; maintain the security of confidential information; compile and prepare accurate and comprehensive reports; establish and maintain data management, storage, and retrieval systems; establish and maintain a variety of complex, privileged and sensitive files and records; perform duties effectively with constant interruptions; keep detailed records; communicate effectively with district employees and public; make mathematical calculations with speed and accuracy; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of the workday including staff, students and parents; operate a variety of office equipment such as computers, copiers and other equipment as required by the position; ability to type accurately and proficiently; provide positive customer service; be flexible, problem solve and adjust assignments on short notice.

ESSENTIAL & REPRESENTATIVE DUTIES – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Establish and maintain complex and confidential database of personnel files and records. E
2. Request and review information and data and compile accurate and comprehensive reports and surveys. E
3. Input data into a data processing information, storage, and retrieval system, and prepare output reports as necessary. E

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4. Maintain the district's personnel records on the county's information system. E
5. Prepare purchase requisitions. E
6. Maintain and monitor the district automated substitute system. E
7. Prepare a variety of reports related to absences of employees and substitute employee assignments. E
8. Process Workers' Compensation claims and maintain files. E
9. Processes personnel actions and provides timely information to Payroll.
9. Respond to inquiries and assist district personnel and general public concerning matters related to position vacancies and promotional opportunities. E
10. Prepare job announcements and place advertisements in appropriate medium; send job flyers to school sites and post on internet. E
11. Respond to inquiries from district personnel pertaining to a variety of personnel transaction matters, which may include explanations of policies, regulations and guidelines. E
12. Review applications for completion, accuracy and satisfaction with minimum requirements, and provide correspondence and notifications to applicants/employees. E
13. Prepare materials such as letters, memoranda, bulletins or reports on a computer using a variety of computer programs. E
15. Receive, sort and route mail and respond to routine correspondence.
16. Operate/maintain a variety of office machines and equipment. E
17. Answer inquiries to verify employment and compensation level according to a predetermined procedure.
18. Assist in the planning, developing and implementing of forms for office and district.
19. Serve as receptionist as needed.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer; employee may be exposed to communicable diseases; blood borne pathogens exposure; and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate standard office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.