

**North Monterey County Unified School District**  
**HUMAN RESOURCES TECHNICIAN**

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Position Title:	<b>HUMAN RESOURCES TECHNICIAN</b>
Job Family:	Clerical/Secretarial Support
Reports to:	Assistant Superintendent, Human Resources
Salary Level:	Range 26
Calendar:	Classified 12 Month

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**SUMMARY:**

Under the direction of the Assistant Superintendent, Human Resources, perform a variety of technical duties in support of Human Resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of technical and clerical duties in support of Human Resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.
- Conduct Intake procedures for incoming substitute staff; review hiring paperwork; translate information and application as needed for hiring completion.
- Input, update and manage a variety of employee information and other personnel data into the AESOP Attendance Program system; maintain automated employee records and files for new substitute teachers; generate a variety of computerized lists and reports; ensure accuracy of input and output data.
- Establish and maintain a variety of personnel files and records per established policies and procedures; update records and files with employee information, job location, job assignment, career step and class, salary, medical information and benefits; enter and record personal and leave requests; transfer and verify various leave balances.
- Perform a variety of Workers' Compensation and disability processing functions as assigned by the position, including the tracking of employee leave balances. Process recommendations and maintain related schedules, calendars, files and documents.
- Orient new employees to District policies, processes and procedures related to the use of AESOP; assist in the completion of employee paperwork to facilitate the submission of payroll.
- Develop AESOP Substitute Teacher Reports and submit them monthly to Business Services Office; prepare medical leave reports, verify balances on employee sick time and submit reports to employees and supervisors, as needed.
- Participate in the recruitment, screening and processing of new personnel per established procedures; collect and process various employment forms and applications; arrange and follow-up for clearance on fingerprints and tuberculosis (TB) inoculations; forward new employee information to other HR and payroll staff members and other departments.
- Serve as an informational resource to employees, job applicants and the public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.
- Notify candidates of testing and interviewing activities; compile and prepare interview packets.
- Provide information to new employees regarding vacation days, sick days, TB tests and related rules and regulations.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.
- Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

Other Duties:

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience.

Knowledge of:

- Human Resources office functions, practices and procedures.
- Practices and procedures related to classified and/or certificated personnel.
- Applicable laws, codes, regulations, policies and procedures.
- Operations, policies and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.
- Data entry and retrieval techniques.
- Mathematical computations.

Ability to:

- Perform a variety of technical duties in support of human resources operations and activities.
- Participate in the recruitment, screening and processing of new personnel.
- Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Prepare announcements for job openings and place advertisements.
- Learn organizational operations, policies and objectives.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Distribute, screen and process employment applications and other personnel-related documents. Maintain confidentiality of sensitive and privileged information.
- Compose correspondence and written materials independently.
- Type or input data at an acceptable rate of speed.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Make mathematical computations with speed and accuracy.

Desired

- At least one year Human Resources experience

**WORKING CONDITIONS:**

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

Hazards:

- Dissatisfied (hostile) or abusive individuals.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

**Board Approved:** May 24, 2018