

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical and specialized functions relating to assigned areas of the personnel program with respect to classified or certificated staff; prepare and maintain personnel records and files; provide technical information and assistance to employees, administrators, job applicants and the general public regarding personnel functions.

REPRESENTATIVE DUTIES:

Provide information and assistance to employees, job applicants and the general public concerning personnel policies and procedures. **E**

Verify teachers and other certificated employees have proper credentials recorded with the County office; provide information on credential requirements to administrators, teachers, substitutes and applicants; notify certificated staff of credential expiration dates and maintain current information on credential requirements. **E**

Prepare Board register and other agenda items; compile and prepare a variety of statistical and written reports; prepare, conduct and provide information related to salary surveys as directed. **E**

Perform a variety of specialized duties to assist Personnel Commissioner; prepare, assemble and distribute Commission Packets; attend meetings and take and transcribe minutes; prepare revisions to rules and regulations. **E**

Process and maintain employment forms and records; inform payroll of changes as appropriate; process personnel requisitions; prepare, type and distribute correspondence, records and other related personnel reports; review for compliance with District policies. **E**

Establish and maintain systems for employee fingerprint clearance, TB verification and other related information; obtain related documentation and clearance related to screening for employment. **E**

Provide technical assistance in the coordination and implementation of lay-off and staff reduction actions; prepare Board resolutions and supporting data; provide information to employees related to District lay-off, seniority, reassignment and other rules and regulations. **E**

Evaluate and process credential applications; evaluate transcripts, employment history and personal data on credential application to determine if applicant meets State requirements for various credentials. **E**

Establish and maintain systems for classified employee evaluations. **E**

Prepare and distribute job announcements and place newspaper advertisements to inform the public and employees of positions available; accept and review applications or eligibility for classified positions; inform applicants of results. **E**

Schedule final interviews; inform applicants and supervisors of results. **E**

Perform difficult and complex clerical duties as needed; screen visitors and phone calls; make appointments and arrange meetings; maintain files and record; assist employees in completing and submitting a variety of forms regarding employment, payroll and other matters. **E**

Provide assistance in the planning and coordination of classification review process. **E**

Monitor and balance Department budget; process budget transfers, expenditures, transmittals and other related information; authorize printing, personnel and purchase requisitions according to established procedures. **E**

Participate in disciplinary action procedures such as demotions, dismissals, suspensions, appeals and others. **E**

Process paperwork required for employment, retirement, termination, lay-off action, resignation, leave of absence, change of assignment and related information. **E**

Order and maintain supplies for personnel office.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures, rules and regulations regarding classified and certificated personnel and contracts, including Merit System and Personnel Commission rules.

State of California credential requirements and processing.

Laws, rules, regulations involved in processing certificated personnel.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Technical aspects of field of specialty

Classified bargaining agreements.

ABILITY TO:

Interpret, explain and apply District policies and procedures regarding classified and certificated personnel.

Perform a variety of technical duties concerning the credentials of certificated personnel.

Assist certificated staff in obtaining and renewing teaching credentials required by the position.

Make arithmetic calculations quickly and accurately.

Type at an acceptable rate of speed.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Perform a variety of specialized clerical and technical duties related to classified and certificated personnel.

Plan and organize work.

Maintain complex and confidential records and files.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Operate a variety of office machines including a computer terminal and software applications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in personnel or related field and three years of increasingly responsible clerical experience and at least one year in a personnel office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Kneeling or crouching.

Bending at the waist.

Hearing and speaking to exchange information in person or on the telephone.

Lifting light objects.

HAZARDS:

Contact with dissatisfied or abusive applicants dissatisfied with test results and employees being terminated.

