

**CLASSIFIED HUMAN RESOURCES TECHNICIAN**

Grade 13

**Purpose Statement**

The job of Classified Human Resources Technician is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to classified employees regarding policies, regulations, licensure requirements, and negotiated language; addressing a variety of issues related to classified employees; and assisting in ensuring that classified personnel functions conform to all applicable regulatory requirements.

This job reports to Assistant Superintendent of Human Resources or Designee

**Essential Functions**

- Administers a wide variety of classified personnel policies and programs (e.g., licensure requirements, processing applications, verifying employment, orientation, required testing, etc.) for the purpose of conforming to district policies, relevant laws, contracts, and agreements.
- Communicates with a variety of stakeholders (e.g., other employees, administrators, applicants, the public, etc.) for the purpose of providing information and assistance concerning employment, recruitment, personnel records, and labor relations and related legal requirements for classified employees.
- Conducts new classified employee orientation (e.g., reviews personnel policies, distributes enrollment forms, etc.) for the purpose of ensuring classified employees are knowledgeable of current practices and administrative processes.
- Coordinates classified employment process (e.g., job descriptions, advertisements, application processing, screening criteria, etc.) for the purpose of meeting district classified staffing requirements while complying with established guidelines.
- Develops a wide variety of materials (e.g., forms, procedures, brochures, pamphlets, salary schedules for positions not in the system, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Maintains a variety of documents, files, and records (e.g., labor contracts, vacancy listings, applicant tracking, etc.) for the purpose of providing accurate information in compliance with established guidelines.
- Monitors a variety of processes (e.g., applications, eligibility requirements met, licensure requirements met, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing classified position requirements and adhering to legal and administrative requirements.
- Participates in meetings (e.g., personnel actions, regulatory update in-services, meetings involving outside agencies, interdepartmental committees, etc.) for the purpose of developing recommendations and supporting other staff.

- Prepares a variety of information (e.g., identification cards, employee pictures, verification requests of employment, classified personnel board agenda, various reports, etc.) for the purpose of providing documentation and information to others.
- Presents information on a variety of topics (e.g., labor relations, affirmative action, employment, etc.) for the purpose of conveying information and making recommendations regarding district services.
- Processes information (e.g., applications, employment verification, etc.) for the purpose of disseminating information to appropriate parties.
- Provides support to employees and substitutes using the absence and time management system for the purpose of ensuring employees and substitutes are able to record their time in an accurate and timely manner.
- Researches work-related topics (e.g., District bargaining agreements, regulatory updates, etc.) for the purpose of ensuring compliance with legislative requirements while securing general information for planning and responding to requests.
- Responds to inquiries from a variety of stakeholders (e.g., applicants, interested candidates, employees, advertisers, etc.) for the purpose of resolving problems, providing information and referring to appropriate personnel while identifying the relevant issues and recommending or implementing a remediation plan.

#### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: classified personnel practices applied within a school district environment; interpreting contract language; and codes, regulations, and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** High school diploma or equivalent.

**Equivalency:** Extensive work-related experience with increasing levels of responsibility.

**Required Testing**

None Specified

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

**Clearances**

- Criminal Background Clearance
- Physical Capacities Test Clearance
- Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*