



Job Description

POSITION TITLE:	Human Resources Technician I	#2220
SALARY PLACEMENT:	Classified Salary Schedule Range 28	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or equivalent of the completion of the twelfth grade. Supplemental course work in business administration, secretarial science, or a related field. May be substituted by experience of a closely related nature. One year of varied and progressively responsible clerical experience.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education. Human resources-related experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Possess basic word processing and computer skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Director of Human Resources, performs a variety of technical human resources duties and provides assistance to prospective and current personnel; assists in the recruitment, examination and interviewing activities of new personnel; prepares and maintains a variety of related personnel records and reports. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Performs a variety of technical duties and provides assistance to prospective and current personnel; resolves human resources-related issues and concerns with discretion and confidentiality; refers more difficult or sensitive issues to supervisor as needed.
2. Receives applications for prospective candidates to fill vacant positions; reviews applications to identify candidates who meet minimum qualifications.
3. Prepares packets of applicant information for interview panel members; notifies applicant of interview date and time and results; participates in interview sessions as directed.
4. Performs a variety of clerical and secretarial duties related to the human resources function; develops and maintains human resources and payroll-related forms; composes and types letters, reports and other documentation as directed.
5. Establishes and maintains a variety of human resources files and records with discretion according to established procedures, policies, rules and regulations; maintains job recruitment folders, applicant forms and test information; prepares notices of employment and change of status for payroll action.
6. Assists personnel, applicants and the public and provides a variety of information related to the human resources function; researches rules and regulations related to human resources policies and guidelines.

7. Operates a variety of standard office equipment, such as a personal computer and applicable human resources and payroll software, telephone, typewriter, fax machine and copier.
8. Prepares and distributes job announcements for vacant positions and places advertisements in appropriate print media.
9. Assists in conducting surveys; compiles information and prepares human resources-related reports.
10. Performs related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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