



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Human Resources Technician II # 2221

SALARY PLACEMENT: Classified Salary Schedule
Range 29

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Graduation from high school supplemented by college-level course work in business administration, secretarial science or a related field. Four years clerical experience including at least two of increasingly responsible human resources-related experience.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Valid California driver's license. Knowledge of practices and procedures related to human resources; operations, policies and objectives relating to personnel activities; applicable sections of State codes and other laws regarding assigned personnel activities; laws, rules, regulations involved in test creation and validation, recruitment, compensation and classification activities; operation of office machines including computer equipment and specified software; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; telephone techniques and etiquette; basic research methods; interpersonal skills using tact, patience and courtesy; principles of training and providing work direction. Ability to perform a variety of technical duties and provide assistance to prospective and current personnel; perform a variety of technical duties related to the recruitment, examination, interviewing, and employment of personnel; prepare and maintain a variety of related personnel records and reports; apply, explain, and enforce rules, regulations, policies and procedures related to personnel; distribute, screen and process employment applications and other personnel-related documents; answer telephones and greet visitors and the public courteously; perform clerical duties such as filing, typing, duplicating and maintaining routine records; operate office machines, including a typewriter, computer and applicable software; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; work efficiently with many interruptions. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Division 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. Processes fingerprint information and maintains fingerprint records for County Office personnel; files criminal history reports; reviews and approves invoices for fingerprinting.
3. Receives applications for prospective candidates to fill vacant positions; reviews applications to identify candidates who meet minimum qualifications.

4. Prepares packets of applicant information for interview panel members; notifies applicant of interview date and time and results; participates in interview sessions as directed.
5. 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.
6. 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.
7. Assists personnel, applicants, districts 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.
8. 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.
9. Prepares and distributes job announcements for vacant positions and places advertisements in appropriate print media.
10. Assists in conducting surveys; compiles information and prepares human resources-related reports.
11. Trains, provides work direction and reviews the work of assigned personnel.
12. Process credentials and permits
13. Prepare credential reports and correspondence.
14. Issue Temporary County Certificates permitting teachers to be in assignments while credential application is in process at the Commission on Teacher Credentialing (CTC).
15. Works closely with school districts, and the Commission on Teacher Credentialing (CTC) regarding credential issues.
16. 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.

Final 2/10/2016