

## Human Resources Technician

### Purpose Statement

The job of Human Resources Technician is done for the purpose of providing support to department activities with specific responsibility for preparing and processing all employment and staffing components; responding to complex and unusual issues regarding classified and certificated staff reporting and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to Assigned Supervisor

### Essential Functions

- Compiles payroll information related to leaves for the purpose of providing required documentation and/or processing information.
- Distributes payroll and human resource documents (e.g. open enrollment packets, memos, new/change forms, flyers, identification badge, etc.) for the purpose of providing information, maintaining accuracy, and complying with established procedures.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions.
- Maintains a variety of Human Resources information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned employee processes (e.g. employee attendance, status changes, employee orientations, hiring, employee evaluations, professional growth, work authorizations) for the purpose of ensuring accuracy, completeness and compliance with established financial, legal and/or administrative requirements.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares variety of reports (e.g. staffing, job postings, payroll, leaves, Board of Education reports, evaluation, etc.) for the purpose of providing accurate documentation and complying with established guidelines.
- Prepares written materials and electronic payroll information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a complex variety of data for the purpose of providing supporting documentation and/or information on internal processes that are required for audit.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments.

### Other 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 single, 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: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; developing effective working relationships; analyzing data; applying assessment instruments; classifying data and/or information; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; Board Policy; collective bargaining agreement personnel; necessary software applications; business telephone etiquette; codes/laws/rules/regulations/policies; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze 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 frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; maintaining confidentiality; implementing accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; displaying tact and courtesy; multi-tasking; organizing tasks; setting priorities; working with detailed information/data; and working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of 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, and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Two years of responsible experience preferably in a school district setting.

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

### **Required Testing**

None Required

### **Continuing Educ. / Training**

Maintains Certificates and/or Licenses

District Mandated Training

### **Certificates and Licenses**

None Required

### **Clearances**

Criminal Background Clearance

Tuberculosis Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

December 14, 2021

### **Revised Date**

### **Salary Grade**

Range 20