

BUENA PARK SCHOOL DISTRICT

HUMAN RESOURCES TECHNICIAN

DEFINITIONS

Under general supervision, performs a variety of specialized clerical duties in the operation of a District human resources department; aids in the organization and conduct of recruitment, examination, selection, and employment processes; performs other related work as required.

EXAMPLES OF DUTIES

Plans, organizes, and performs a variety of complex clerical functions of a human resources management system; provides information and services to staff members, applicants, and the educational community regarding human resources-related issues; assists in the job posting, recruitment, examination and selection of candidates under consideration for employment with the District; coordinates the scheduling of employment interviews; maintains test security; compiles, organizes and develops information and data for use in human resources; may research, compile and prepare reports relating to employee compensation, status, preparation, and other areas; assists in the maintenance of a monitoring system of all credentials/employment records of certificated and classified employees; assists in the renewal and application process of credentials/records required for new hire and continued employment; maintains complex and confidential files and records; independently prepares correspondence and a variety of other communicative subject matter, often including highly sensitive material; processes human resources-related correspondence/reports, including verifications of employment and unemployment insurance claims; assists in the new hire paperwork process; assists in the processing of workers' compensation claims; may be required to research, analyze, interpret, advise and apply laws, policies, rules and procedures pertaining to employment issues; maintain the District' job announcement board and job information line; and to perform other duties as assigned by supervisor.

QUALIFICATIONS

Knowledge of:

- District policies, rules and regulations, and state and federal statutes pertaining to human resources, credentialing issues, and school district operations.
- Principles, methods and practices of human resources management.
- Modern office methods, practices and procedures including, but not limited to, business forms, letters, report writing, proofreading, office machines and equipment, computer skills, as well as routine records management, storage and retrieval systems.
- Basic mathematics and correct English usage and vocabulary, including spelling, grammar and punctuation, and report writing.
- Keyboarding and computer applications (i.e., WordPerfect, Excel, Lotus 123, Reflections by Carter-Pertaine, etc.)

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Ability to:

- Perform the essential functions of the job with or without reasonable accommodation.
- Perform a variety of complex clerical duties which require independent judgment, accuracy, speed and consistency.
- Interpret rules and written directions that apply to legal mandates, policies, rules and regulations.
- Monitor and follow up with paperwork requirements in all aspects of human resources management and credentialing in a K-8 school district.
- Communicate effectively in oral and written form, including the preparation of clear and comprehensive reports and documentation.
- Make arithmetical computations.
- Perform routine tasks utilizing and operating a variety of office equipment and microcomputer and peripheral equipment.
- Type at a net corrected speed of 40 words per minute, as well as demonstrate computer literacy in word processing and spreadsheet applications.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships and effective customer service with staff, the public, and the educational community.

EXPERIENCE

A minimum of three (3) years of responsible secretarial/clerical experience involving public contact, preferably in the area of, or related to, human resources and/or a school district setting.

EDUCATION

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business, human resources management, organization and planning.

LICENSE REQUIREMENT

Possession of a valid California drivers license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.