

Madera Unified School District Classified Job Description

Human Resource Technician I

Purpose Statement

Under the supervision of the Human Resources Manager, the purpose of this position is to perform a variety of routine clerical and technical duties in support of certificated and classified substitute employees; provides information to job applicants and the general public regarding substituting or volunteering; responsible for the maintenance, operation and organization of various personnel and absence management systems; provides support to assigned Human Resource programs and functions while providing support and assistance to HR personnel staff. Serves as the primary contact for customer service and provides informational resources and support to employees, job applicants and the public regarding certain aspects of the employment process for use by other HR staff for further action. Assist in preparing and maintaining a variety of manual and automated personnel files and records; performs data entries and extracts information from a variety of commonly used personnel systems and maintains confidentiality of personnel information.

This job reports to the Human Resources Manager.

Essential Functions

- Performs responsible duties as the operator of the automated substitute/absence reporting system which includes the following; activation and deactivation of district employees and substitutes; enters personal information, work location, work hours and skill set including credential and TB information; input/adjust employee absences as needed.
- In-take and review new hire packets for substitute employees, casual employees, and the districts volunteer programs; reviews and verifies sub pre-employment documentation and employment verifications.
- Assist in scheduling appointments for physicals and live scan fingerprints and verification of TB clearances.
- Issues Employee ID Badges to new hires and replacements to existing employees; uploads ID badge photos to HR personnel system.
- Greets visitors, staff and the public in person or over the telephone and responds to general questions regarding employment.
- Receives and screens telephone calls and email inquiries and concerns; provides information and/or refers caller to the appropriate HR staff member or department head for further assistance; responds to email enquiries and concerns in a timely manner.
- Performs a variety of personnel record keeping duties according to defined standard operating procedures for consistency purposes.
- Updates performance evaluation documents; notifies administrative staff of due dates; monitors receipt and follows up on late evaluations.

- Updates specific documents, which requires knowledge of HR terminology and the policies and procedures of the districts collective bargaining agreements.
- Gathers and prepares data related to employment retention and training surveys in preparation for annual reporting.
- Updates and maintains personnel information such as address and name changes to the HR personnel systems.
- Ensures the timely distribution and receipt of a variety of personnel documents to, from HR staff and district employees; receives sorts, distributes incoming mail, and delivers outgoing mail for processing.
- Maintains the departments inventory of supplies and materials; prepares new hire packets for substitutes and coaches; informational packets for statutory leaves and ADA Accommodations; maintains sufficient recruitment packets for job fairs.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Operates a variety of office equipment to perform routine clerical functions (e.g. typing, faxing, scanning, copying, data entry, filing, etc.) of personnel documents for supporting HR office functions.
- Attends and participates in a variety of meetings and trainings as assigned by the supervisor; assist with specialized projects to support administrative processes of the department.
- Maintain professionalism in the performance of responsibilities; continually monitoring success in meeting the expectations of the district and department; answering phones, routine inquiries, emails and other forms of communication in a timely, courteous and professional manner; projecting a positive and helpful image to other departments and external customers.
- Work collaboratively and maintain effective working relationships with others in harmony during the course of work in assigned area.

Other Functions

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

Job Requirements

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 modern office equipment including using pertinent software applications; preparing and maintaining accurate records; and the use of technology; record keeping and filing techniques; telephone techniques and etiquette.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; understand written procedures, write routine documents, proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operate modern office equipment; and demonstrate modern office methods, practices and procedures. State education Code, local, state and federal laws, codes, regulations and requirements of district organization, operations, policies and objectives as related to assigned area.

ABILITY to compose written correspondence and materials independently or from oral instructions; distribute, screen and process various personnel-related forms, applications and documents; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; Interpret, apply, and explain rules, regulations, policies and procedures; evaluate situations accordingly and apply problem solving techniques. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; meeting schedules/deadlines; communication with persons of diverse backgrounds/ knowledge/skills; organizing; and the ability to read, write and communicate clearly in both English and a second language (usually Spanish) maybe required; maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards; safely and successfully perform essential job functions consistent with federal, state and local standards.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situation; working under stressful situations; hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials; sitting or standing for extended periods of time; occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

Minimum Qualifications

Experience: One year of clerical experience in an office environment including work with the public.

Education: High School diploma or equivalency.

Required Testing

Pre-employment Proficiency
Pre-employment Physical
Exam

Continuing Educ./Training

None Specified

Clearances

DOJ/FBI Background Clearance
TB Clearance
Physical Demands(A)

FLSA Status

Non-Exempt

Approval Date

Salary Range

Classified Salary Schedule – Range 21