

## **Madera Unified School District Classified Job Description**

### **Human Resource Technician II**

#### **Purpose Statement**

Under the supervision of the Human Resources Manager, performs a variety of specialized operational and technical functions in support of certificated and classified employees; participates in the maintenance, operation and organization of various personnel systems and absence management systems; storage and retrieval of personnel records and absence information including record keeping procedures; ensure compliance pertaining to Family Medical Leave Act (FLMA) and California Family Rights Act (CFRA); running various reports and maintaining confidentiality of sensitive and privileged information.

This job reports to the Human Resources Manager.

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#### **Essential Functions**

- Process, calculate, verify and update annual accrual leave rates for certificated and classified employees.
- Process, calculate, verify and update mandatory sick leave entitlements under the Health Families Act – AB1522 for substitute and temporary employees.
- Enter, modify and extract sensitive personnel data in HR's electronic information systems; establish and maintain various automated personnel records, reports and files; verify, update and ensure accuracy of input and output of personnel information.
- Prepare, filter, sort and edit various reports containing large volumes of personnel data.
- Update, process, verify and maintain absence records from HR's automated absence management reporting system for classified and certificated personnel.
- Ensure compliance with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Maternity Leave (ML), Parental Leave (PL), Military Leave including Jury Duty, Personal Leaves and the districts Catastrophic Leave Program.
- Notify supervisors and employees of leave balances and accruals.
- Assist school sites and departments by utilizing the automated sub finder system to secure classified and certificated substitutes to provide coverage for district personnel during an absence.
- Provide information and assistance to district personnel pertaining to all types of statutory leaves of absence; provide updates to school sites and departments regarding staff on an approved leave of absence.
- Distribute and process appropriate forms for various leave request.
- Prepare, calculate and submit personnel and payroll documents according to established procedures and deadlines including but not limited to employee status changes and check adjustment docks with completeness and accuracy.
- Perform a variety of technical duties including typing and mailing correspondence letters for various types of leaves, filing, copying documents, collecting and distributing materials; complete and process a variety of forms internal and external.



- Assist personnel by providing general support to applicants with completing paperwork; assist with posting vacant positions in the districts electronic system; respond to inquiries from employees, management, outside agencies and the general public; provide information concerning related standards, requirements, policies and procedures.
- Attend and participate in a variety of assigned meetings; occasional travel required for training and ability to work a flexible schedule
- Maintain professionalism during the performance of assigned duties and responsibilities; work collaboratively and maintain effective working relationships with others in the course of work in assigned area.
- Continually monitoring success in meeting expectations of both internal and external customers which includes; maintaining confidentiality at all times; ensuring accuracy of all information given and received; answering phones, 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.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the department.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Personnel operational functions, practices and procedures gained in a human resources department in an educational setting or related public service.
- Principles, practices and procedures related to certificated and classified employment.
- Sufficient math skills to perform standard business math calculations.
- Record keeping, filing and organizational techniques.
- Preparing, filtering and sorting various reports.
- Software applications such as Everest; Smarte; Edjoin; DMS; and Aesop.
- Proper HR terminology, English usage, grammar, spelling, punctuation and vocabulary in all forms of communication
- State Education Codes, local, State and Federal laws, codes, regulations, CBA's, Board Policies, Standard Operating Procedures.
- Theoretical and technical aspects of field of specialty.

#### **Ability to:**

- Operate a variety of office equipment including a computer and various software applications and type with an acceptable rate of speed and accuracy.
- Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to the specialize areas in the position.
- Add, subtract, multiply and divide accurately.
- Communicate, understand and follow both oral and written directions effectively.
- Multi-task and maintain various records and prepares various reports.
- Establish and maintain cooperative and effective working relationships with a diverse range of personnel.
- Plan and prioritize to meet schedules, appointments and deadlines.
- Work confidentially and complete work with frequent interruptions.
- Communicate and have interpersonal skills using tact, patience and courtesy including telephone techniques and etiquette that reflects positively on the organization.
- Actively participates in meeting district and department goals and objectives.
- Ability to maintain consistent work attendance, reliability and dependability.



## **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**

**Education:** High School Diploma or equivalency.

**Experience:** Minimum of 3 years increasingly responsible experience in Human Resources.

**OR:**

Two years' of increasingly responsible experience in Human Resources and 30 college units from an accredited college or university in the area of Human Resource Management, or related field.

## **Required Testing**

Pre-employment Proficiency Test  
Pre-employment Physical exam

## **Clearances**

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

## **FLSA Status**

Non-Exempt

## **Salary Range**

Classified Salary Schedule – Range 30