

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.

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.