

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:      HUMAN RESOURCES TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Human Resources, or designee, perform a variety of technical, administrative and clerical functions in support of Human Resources Department.

### **REPRESENTATIVE DUTIES:**

- Prepare, compile and maintain data, reports, files, and records.
- Support the onboarding process of new employees: administer applicant testing, prepare pre-employment documents, conduct new employee orientations and support enrollment in benefit plans.
- Coordinate leaves including maternity, medical and worker's compensation. Compute payroll for maternity and medical leaves.
- Collaborates with payroll department as needed to ensure billing and payroll deductions are accurate.
- Process employee hires, resignations and changes through submission of Personnel Action Forms; track submission of forms.
- Verify employment status of current and former district employees.
- Receive, screen and route mail and other documents within the department.
- Track employee evaluation schedule and provide quarterly notice to district schools of status.
- Track both legally mandated and requisite district employee training and ensure requirements are satisfied.
- Assist Assistant Superintendent, Human Resources, Human Resources Specialist and Human Resources Assistant on special projects as requested.
- Coordinate and schedule meetings and appointments; maintain appointment calendar.
- Prepare Power Point presentations.
- Prepare and type memoranda, agendas, lists, logs, and other written communications on a computer.
- Operate computers, applicable software programs and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, calculator and other office equipment as assigned.
- Maintain office equipment and request repair service as needed.
- Order supplies as needed.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Basic financial and statistical accounting and record-keeping.
- Basic practices, policies and procedures for assigned position.

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*Approved by Board of Trustees – May 25, 2016*

- Common office clerical terminology, skills, and practices.
- Record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of various office machines including a computer terminal.
- District personnel policies and procedures.
- Applicable sections of State Education Code and other applicable laws.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and programs
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point,

**ABILITY TO:**

- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Maintain filing systems, which contain confidential or sensitive information.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public and District staff.
- Read, understand and explain technical policies and material related to personnel and benefits.
- Be well organized and detail oriented.
- Work confidentially and use appropriate discretion in disseminating information.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and one year of clerical or secretarial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Rarely lifting items up to twenty-five pounds

**TERMS OF EMPLOYMENT:**

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Salary Schedule on Range 24.