



LEARNING WITHOUT LIMITS

Jurupa Unified School District HUMAN RESOURCES TECHNICIAN

DEFINITION

Under supervision, to provide technical and clerical support in the recruitment, selection, and continuing employment of District employees. Major responsibilities include assisting in all phases of human resources procedure for both certificated and classified personnel; assisting with the technical processes relating to credentialing, recruiting, scheduling, and testing of applicants in compliance with District policies, regulations, and procedures. This position is responsible for performing technical duties which support the administrative function of the office.

ESSENTIAL JOB FUNCTIONS

- Compiles and maintains complete files for all employees.
- Handles regular and routing questions or requests from employees concern the specific application of human resources policies, procedures, and regulations.
- Prepares letters, reports, and manuscripts accurately, in good form, and with an attractive layout.
- Prepares reports by finding, assembling, and summarizing technical information and data.
- Prepares and assembles confidential reports, letters, and memos related to collective bargaining.
- Checks and renews credentials and verifies transcripts, professional growth, salary placement, in-service education units, tenure, etc.
- Assists and advises certificated staff with credentials and keeps certificated employees informed of credential changes.
- Reads and routes correspondence.
- Assists with production and compilation of statistical and compensation surveys and reports.
- Operates standard office equipment.
- Determines eligibility for anniversary increases and longevity compensation.
- Prepares, verifies, and maintains various site staffing records.
- Prepares materials for and assists new employees with sign-up procedures.
- Maintains accurate records and notification of classified seniority.
- Serves as liaison with the Payroll office.
- Initiates telephone, email, and other public contact.
- Handles all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
- Schedules and prepares materials for recruitments, including but not limited to: appropriate posting and advertising of vacancies; preparation of application, test, and interview materials; administration, scoring, and rating of tests; and preparation and distribution of responses to candidates.

OTHER JOB FUNCTIONS

- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Requirements necessary to employ and retain members of the classified service.
- English grammar, professional vocabulary, and report writing.
- Standard functions of a human resources office.

HUMAN RESOURCES TECHNICIAN (cont.)

Ability to:

- Confer with applicants and current employees and the public on matters relating to human resources policies and operation.
- Learn and apply the requirements necessary to obtain all teaching and professional credential, and California Department of Education procedures for application, evaluation and processing of such credentials.
- Use independent judgment in referring to difficult or sensitive matters to other sources.
- Prepare clear and concise reports and initiate and prepare correspondence relating to human resources matters, under minimum direction.
- Exercise good judgment for salary placement as to transcripts and experience.
- Maintain specialized human resources records and files.
- Represent the Human Resources Office with applicants, employees, and the public in a helpful and professional manner.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently and proactively with little direction.
- Deal effectively with multiple and concurrent job demands.
- Communicate effectively.
- Operate standard office equipment properly and efficiently.
- Read and comprehend handwritten or typed documents.
- Maintain regular attendance.
- Sit for sustained periods of time.

Skills:

Typing: 60 words per minutes

Experience:

Three years of progressively more responsible experience in a technical/clerical/administrative assistant type of position, at least one year of which was in the field of human resources or public relations. Public school district experience is preferred.

Education:

Equivalent to graduation from high school, preferably including or supplemented by courses in business, human resources, or administrative procedures. Note: This type of experience and training background is indicative of the kind and level most likely to be successful and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Personal Qualities:

Good judgment, objectivity, and tact; the highest level of discretion; service-oriented, professional attitude; pleasant and friendly demeanor reflecting a sincere interest in and concern for people.

Human Resources

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Jurupa Unified School District is an equal opportunity agency and does not discriminate against employees, job applicants, students, parents or community on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, or any other basis protected by law.