

West Contra Costa Unified School District

HUMAN RESOURCES TECHNICIAN

DEFINITION:

Under general direction this position performs complex, confidential and technical duties related to all aspects of certificated and classified employment activities; complying with state, federal and district requirements. Organize and coordinate routine work activities and coordinate employment changes with other district departments. Perform a variety of technical work for major personnel functions including preparing statistical reports and special project assignments. Performs other job related duties as assigned by supervisor.

EXAMPLES OF DUTIES Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Human Resource Services: Assists callers and visitors including administrators, applicants, certificated and classified staff, or other individuals with requested information. Prepare, review and complete personnel actions and employment activities in compliance with federal, state and District rules, policies and procedures; prepares the submittal of personnel, payroll or benefits forms; establishes and maintains employee record systems. Receives leave requests, determines eligibility, communicates approval and tracks/follows up for return dates. Dispatches substitutes to cover vacancies or absences; works with site personnel to locate appropriate substitutes based on specific needs.

Recruitment: Counsel applicant and the public on career opportunities in District employment and explains application and hiring procedures; conduct or assist with employee orientation; advise administrators regarding recruitment and selection practices and requirements, develop and disseminate recruitment announcements; assists at job fairs. Collect and review internal and external employment applications, track and analyze job application materials to determine whether candidates meet minimum and required qualifications; schedules and administers examinations, tracks and communicate results. As required, contacts candidate for pre-employment testing (fingerprinting, tuberculosis and strength testing), establishes start date, determine and advise employees on salary placement, fringe benefits and other school district policies, rules and regulations; prepare and explain employment contracts. Input data in both the HR System and SEMS and properly collect and store all required employment documentation.

Benefits: Determine and communicate benefits eligibility and information to new hires and active employees; provide COBRA eligibility documentation to exiting employees or direct pay information for employees on leave. Provide CalPERS/CalSTRS information and disseminate information regarding these programs to new hires, active and separated employees. Ensure required documentation is completed accurately and provided in a timely manner. Communicate and track all workers compensation injuries/absences updating administrators and other departments as required. Coordinate and track modified work program. Work with Contra Costa County School Insurance group on all claims as required.

Data/Reports: Ensure accuracy and tracking of employee information including but not limited to; salary placement, seniority dates, PCN/position funding, 39 month rehire, employment testing, certification, leave of absence eligibility and expiration dates, evaluation, bumping lists, etc. Pull vacancy reports to determine over/under staffing and to assist with posting positions. Run monthly edits reports and review data to ensure accurate data is maintained. Participate in obtaining data that this is required for district, state, federal or other agency reports.

Other: Participate in other departmental activities; Summer School recruitment and hiring, Reasonable Assurance notification, salary step/range changes; position elimination notification and bumping analysis; Teacher Transfer Rounds communication/tracking and selection notification, termination file storage,

Tuberculosis testing notification and tracking, etc. Participate in developing new procedures or processes and recommend enhancing tracking systems and reports.

QUALIFICATIONS:

Knowledge of and ability to:

Knowledge of office practices, procedures, customer service techniques;  
Intermediate working knowledge of Microsoft Office Suite; Excel, Word, Outlook  
Knowledge of English usage, spelling, grammar, punctuation, and composition;  
Knowledge of basic statistical concepts;  
Ability to learn, interpret and apply personnel policies, laws, regulations, State Education Code, collective bargaining contracts, and credentialing requirements;  
Read, write, hear, and speak in English.  
Work in a responsible, independent manner with minimal supervision.  
Work cooperatively and communicate effectively with those contacted in the course of work.  
Understand and carry out complex oral and written instructions.  
Operate common office machines, including a computer and related equipment.  
Perform mathematical computations with speed and accuracy.  
Think critically including identifying problems and recommending solutions.  
Perform effectively in busy and distracting environment.  
Perform complex duties to relieve the manager of routine detail.  
Establish and maintain cooperative and effective working relationships with others.  
Prioritize and schedule work.  
Work confidentially and with discretion.  
Complete tasks in a timely manner  
Prepare written communications.

Education and Experience:

Any combination of training, experience and/or education equivalent to 30 college units in business or human resources, and one year experience working in a human resources position or three years of increasingly responsible experience performing complex technical and analytical work in an educational or public setting. Experience interpreting rules, policies, laws, and regulations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

Dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally to maintain and retrieve files; lift or carry up to 20 pounds, hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports and letters; sitting or standing for extended periods of time.

SALARY:

Schedule: 05

Range: 63

Approved by Human Resources: JUNE 27, 2012

Approved by Board: JUNE 27, 2012