



Job Description

Job Title: **Employment Technician**
 Job Family: **Human Resources**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 2013**

Job Code: **040603**
 FLSA Status: **Non-Exempt**
 Pay Range: **G24**
 Typical Work Year: **12 months**

SUMMARY: Provide technical support and expertise to recruitment systems and procedures. Assist in maintaining the Human Resources Web Site. Coordinate and administer all new employee orientations for Administrative, Certified, and Classified new employees. Attend and assist in organizing district job fairs and recruiting materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate, organize and conduct the Pre-Employment orientations for all new hires including: Administrative, Certified, and Classified employees. Assist new and transfer employees with their transition into employment with the district. Responsible for delivering information from various departments. Send correspondence to administrators with verification of start date of new and transferring employee(s).	W	25%
2. Provide technical support and expertise to recruitment systems and procedures. Assist in maintaining the Human Resources Web Site. Respond to and help troubleshoot online application problems, calls, questions, etc.	W	10%
3. Receive and track new hire and transfer paperwork. Respond to and follow up on paperwork. Retrieve term paperwork from files and records. Ensures I9 compliance documentation to prevent potential liability to school district.	D	15%
4. Oversee, facilitate and monitor the New Employee Fingerprinting program. Ensure that BASE Program, BASE Coordinators and Charter schools are aware of changes in legislation around fingerprinting and Child Care Registry.	D	5%
5. Answer phone calls and walk-ins' questions and provide information and answers to applicants, new hires, employees, and Administrators. Create archives and documents Job Folders for new job postings.	A	10%
6. Oversee the design, content, and revisions of the New Employee Handbook and orientation materials. Create updates and order materials for new and transferring employees. Maintain master book of hiring payroll forms.	A	5%
7. Assist with organizing and developing advertising and recruitment materials. Attend annual district recruiting events.	A	10%
8. Coordinate with Employee Relations representatives to ensure accuracy on background checks to BISI. Respond to and follow up to verify accurate information.	W	5%
9. Assist with front desk coverage and emergency schedule.	M	5%
10. Coordinates the Parapro testing for NCLB.	M	5%
11. Assists with special projects as needed or assigned to. Participates in meetings to report and develop improved processes.	M	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Bachelor's degree preferred.
- Minimum of 4 years of general clerical experience including using databases, spreadsheets and word.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of web based databases, knowledge and familiarity with PeopleSoft, knowledge of web page design software, advanced knowledge of Microsoft Excel, Microsoft Word, document merges, and PowerPoint (jpeg files, Mp3s, and sound clips).
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with **Microsoft** Word, Excel, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Employment Manager	061127

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish color-coded files)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	