



Job Description
Prepared/Updated: May 2018

Job Title:	Human Resources Technician	Job Code:	040603
Job Family:	Human Resources	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year:	12 months	Pay Range:	G 24

SUMMARY: Provide technical support and in-person assistance to new hire candidates. Coordinate and organize all new employee orientations for all new hires to the district. Provides administrative support; coordinates and prepares documents, creates and maintains spreadsheets and databases using district information technology systems. Provides information to employees and public regarding department/district policies/procedures.

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 and organize pre-hire orientations for all new hires in all employee groups, regular and temporary. Assist new hires and transferring employees with their transition into employment with the district. Responsible for delivering information from various departments.	W	25%
2. Answer phone calls, email and walk-ins' questions and provide information and answers to applicants, new hires, employees, and Administrators. Perform administrative duties including but not limited to follow through on requests, solving non-routine problems, open and distribute mail, log paperwork received and update spreadsheets; prepares, composes, processes and distributes correspondence and other printed documentation to department staff.	D	20%
3. 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.	D	10%
4. 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. Request former employee files from Warehouse.	D	20%
5. Oversee the design, content, and revisions of orientation materials. Create updates and order materials for new and transferring employees.	M	5%
6. Coordinate with Employee Relations representatives to ensure accuracy on background checks to BISL. Respond to and follow up to verify accurate information. Print, log and sort daily background and fingerprint reports for new hires and escalate flagged results when needed. Assist with fingerprinting of new hires when needed. Prepare and compile various new hire and fingerprint packets and distribute to perspective employees. Maintain fingerprint files in database. Serve as backup to department by entering emergency new hire background checks into the district background provider's website. Expedite requests as needed.	D	5%
7. Receive, revise and prepare requests for written verifications of employment and loan forgiveness applications. Submit to HR administrator for signature when needed. Mail, email or fax completed forms to requestor. Respond to phone request for employment information on current and former employees.	D	5%
8. Responsible for approval, verification, validating and approving reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay. Coordinate time entry with DTEA leadership by creating, distributing and reviewing monthly calendar and entering exceptions into district payroll system.	W	5%
9. Assists with special projects as needed or assigned to. Participates in meetings to report and develop improved processes.	M	4%
10. Other duties as assigned.	D	1%
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 experience using databases, spreadsheets and word.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Depending upon needs of department, position may require second language skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- 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, District 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 Suite and Google Applications.
- 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 Director	3099

	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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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		
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	