



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

HUMAN RESOURCE TECHNICIAN I

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 23

WORK CALENDAR: 261 Days

REPORTS TO: Human Resource Manager

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Human Resource Manager, the Human Resource Technician I performs a variety of routine clerical and technical duties in support of assigned Human Resource programs and functions; provides information to job applicants and the general public regarding substituting or volunteering; responsible for the maintenance, operation and organization of various personnel and absence management systems; provides support to assigned Human Resource programs and functions; serves as the primary contact for customer service and provides informational resources and support to employees, job applicants and the public. The incumbents in this classification provide the school community with clerical and technical duties, in support of the Human Resources Department, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the entry level of the Human Resource Specialist/Technician series. The Human Resource Technician I perform a variety of routine clerical and technical duties in support of assigned Human Resource programs and functions. This class differs from the Human Resource Specialist classes, which provide more specialized human resources duties, and from the Human Resource Technician II, which performs a variety of technical Human Resources functions in support of classified and certificated personnel leave and absence systems. It is the entry-level class in the Human Resource Specialist/Technician series.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists in scheduling appointments for medical physicals, Live Scan fingerprints, and verification of TB clearances.
- Attends and participates in a variety of meetings and trainings as assigned by the supervisor; assists with specialized projects to support administrative processes of the department.
- Ensures the timely distribution of a variety of personnel documents (e.g., reasonable assurance letters, TB expiration notices); receives sorts, distributes incoming mail, and delivers outgoing mail for processing.
- Greets and screens visitors and phone calls; responds to inquiries and provides information; directs individuals to appropriate location in accordance with established building security procedures; and refers difficult issues to the assigned administrator as necessary.
- Issues Employee ID Badges to new hires and replacements for existing employees; uploads ID badge photos to HR personnel system.
- Maintains manual and electronic documents files and records (e.g., letters, forms, reports) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Maintains the department's inventory of supplies and materials; prepares new hire packets for substitutes and coaches and informational packets for statutory leaves and ADA Accommodations; maintains sufficient recruitment packets for job fairs.
- Operates a variety of office equipment to perform routine clerical functions (e.g., keyboarding, typing, faxing, scanning, copying, data entry, filing) of personnel documents for supporting HR office functions.
- Operates the automated substitute/absence reporting system, including activating and deactivating of District employees and substitutes, entering personal information, work location, work hours, skill sets, credentials and tuberculosis (TB) information; inputs/adjusts employee absences as needed.
- Operates electronic Live Scan fingerprint system; verifies applicant information and enters information into Live Scan system; captures applicant fingerprint impressions on Live Scan machine; submits images to the Department of Justice; receives fingerprint check results.
- Performs a variety of personnel record keeping duties according to defined standard operating procedures for consistency purposes.
- Processes Employment Development Department (EDD) claims; reviews for compliance; maintains eligibility spreadsheets.
- Receives and reviews new hire packets for substitute or temporary employees, coaches, casual employees, and District volunteers; reviews and verifies pre-employment documentation and employment verifications.
- Receives and screens telephone calls and email inquiries and concerns; provides information and/or refers caller to the appropriate HR staff member or department head for further assistance; responds to email inquiries and concerns in a timely manner.
- Updates and maintains personnel information (e.g., address changes, name changes) to the HR personnel systems.
- Updates specific documents, which require knowledge of HR terminology, policies, and procedures of the District's collective bargaining agreements.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Personnel operational functions, practices and procedures
- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Business telephone techniques and etiquette
- Basic math, including calculations using fractions, percentages and/or ratios
- Recordkeeping policies, practices and procedures involving human resource operations
- District organization and locations
- Safety policies and safe work practices applicable to the assignment

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Communicate with staff and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit

- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

One (1) year of clerical experience in an office environment, including work with the public.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen