



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 II

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 33

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 II performs a variety of technical human resources operational functions in support of certificated and classified employees; participates in the maintenance, operation and organization of various personnel systems and absence management systems; stores and retrieves personnel records and absence information including record keeping procedures; ensures compliance pertaining to Family Medical Leave Act (FLMA) and California Family Rights Act (CFRA). 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 second level of the Human Resource Specialist/Technician series. The Human Resource Technician II performs a variety of technical Human Resources functions in support of classified and certificated personnel leave and absence systems. This class differs from the Human Resource Specialist classes, which provide more specialized human resources duties, and from the Human Resource Technician I, which is the entry level class of the Human Resource Specialist/Technician series. It is the second-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 personnel by providing general support to applicants with completing paperwork; assists with posting vacant positions in the District's electronic system; responds to inquiries from employees, management, outside agencies and the general public; provides information concerning related standards, requirements, policies and procedures.
- Assists school sites and departments by utilizing the automated sub finder system to secure classified and certificated substitutes to provide coverage for District personnel during an absence.
- Attends and participates in a variety of assigned meetings; occasional travel required for training and ability to work a flexible schedule.
- Ensures compliance with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Maternity Leave (ML), Parental Leave (PL), Military Leave including Jury Duty, Personal Leaves and the District's Catastrophic Leave Program.
- Enters, modifies and extracts sensitive personnel data in the Human Resources department's electronic information systems; establishes and maintains various automated personnel records, reports and files; verifies, updates, and ensures accuracy of input/output of personnel information.
- Notifies supervisors and employees of leave balances and accruals.

- Operates electronic LiveScan fingerprint system, as needed; 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 technical duties (e.g., preparing and mailing correspondence letters for various types of leaves, filing, copying documents, collecting and distributing materials); completes and processes a variety of internal and external forms.
- Prepares, calculates, and submits personnel and payroll documents according to established procedures and deadlines, including but not limited to employee status changes and check adjustment docks, with completeness and accuracy.
- Prepares, filters, sorts, and edits various reports containing large volumes of personnel data.
- Processes, calculates, verifies, and updates annual accrual leave rates for certificated and classified employees and mandatory sick leave entitlements under the Health Families Act -AB1522 for substitute and temporary employees.
- Provides information and assistance to District personnel pertaining to all types of statutory leaves of absence; distributes and processes appropriate forms for various leave requests; provides updates to school sites and departments regarding staff on approved leaves of absence.
- Updates, processes, verifies, and maintains absence records from Human Resources Department's automated absence management reporting system for classified and certificated personnel.
- 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 gained in a human resources department educational setting or related public agency
- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Business telephone techniques and etiquette
- Principles, practices and procedures related to certificated and classified employment
- Basic math, including calculations using fractions, percentages and/or ratios
- Recordkeeping policies, practices and procedures involving human resource operations
- Relevant sections of the California Education Code, Personnel Commission Rules, the Brown Act, collective bargaining agreement and other applicable laws
- 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
- Understand and apply the California Education Code, Board policies, administrative regulations and collective bargaining agreements
- Operate standard office equipment utilizing pertinent software applications Read, interpret, apply and explain current rules, regulations, policies and procedures pertaining to the specialized areas in the position
- 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, complex and 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:

Three (3) years of increasingly responsible experience in Human Resources.

Associate's degree or higher in the field of Human Resources, or a closely related field from an accredited college or university may be substituted for two (2) years of work experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

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