



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Human Resources Technician	REPORTS TO:	As assigned
DEPARTMENT/SCHOOL:	Human Resources Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

REPRESENTATIVE DUTIES:

Distinguishing Characteristics:

The Human Resources Technician working for the Personnel Commission performs a variety of duties in support of the Merit System such as recruitment, testing and staffing.

ESSENTIAL DUTIES:

- Perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed
- Participate in the recruitment, screening, testing and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange interview panels and testing activities; arrange and follow-up for clearance on fingerprints; forward new employee information to appropriate departments
- Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications; provide employment verifications; receive and respond to telephone calls and e-mails as appropriate
- Input a variety of employee information and other personnel data into assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; ensure accuracy of input and output data

- Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for Board approval
- Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets; assure compliance with State and federal rules and regulations
- Provide information to new employees regarding vacation days, sick leave days, TB clearance, benefits and District rules and regulations; determine proper salary placement; monitor employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility
- Utilize the computer and web-based substitute system as appropriate; locate and arrange for substitutes including long-term substitutes, limited term and provisional employees to cover employee absences or short term needs; assist District staff with securing substitute, limited term or provisional employees; input and maintain substitute, limited term, and provisional employee records; process substitute, limited term and provisional employee applications and assist with hiring substitute, limited term and provisional staff; troubleshoot system software problems as needed; train others in the proper use of the system
- Organize and coordinate the screening, testing, scoring, data collection and processing of classified and/or certificated applicants according to established Education Code, Merit Rules and human resources procedures; perform compliance tracking and reporting of classified provisional and limited-term vacancies; report discrepancies and compliance tracking discrepancies to designated administrator
- Process State disability and paid family leave claim forms; respond to inquiries from State of California examiners
- Input and track employee information in designated database/system; identify leave status; monitor leave dates and contact site supervisors to assure employees returned as scheduled; notify site supervisors of changes regarding duration of employees' leave of absence; process and file absence certificates; enter and monitor accrual of sick leave, personal leave, vacation and personal necessity leaves according to established time lines and guidelines
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as an informational resource for employees regarding leave
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested
- Perform variety of clerical duties related to assigned activities such as answering phones, greeting visitors and duplicating materials as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures

Practices and procedures related to classified and/or certificated personnel

District contracts and bargaining units

Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities

Operations, policies and objectives relating to human resources activities

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Telephone techniques and etiquette

Modern office procedures and record-keeping techniques

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

Operation of a computer and assigned software

Technical aspects of field of specialty

Data entry and retrieval techniques

Mathematical computations

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities

Participate in the recruitment, screening and processing of new personnel

Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures

Prepare and maintain a variety of manual and automated personnel files, records and reports

Prepare announcements for job openings and place advertisements

Interpret, apply and explain rules, regulations, policies and procedures

Distribute, screen and process employment applications and other personnel-related documents

Maintain confidentiality of sensitive and privileged information

Compose correspondence and written materials independently

Keyboard or input data at an acceptable rate of speed

Understand and follow oral and written instructions

Operate a variety of office equipment including a computer and assigned software

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Complete work with many interruptions

Determine appropriate action within clearly defined guidelines

Make mathematical computations with speed and accuracy

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources or related field and three years increasingly responsible administrative experience in a human resources office

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Sitting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file and retrieve materials