

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Administrator, Classified Human Resources, perform a variety of technical duties in support of the classified or certificated human resources program; participate in the recruitment, screening and processing of new classified, certificated or substitute 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:

ESSENTIAL DUTIES:

Perform a variety of technical duties in support of the classified or certificated human resources program; assure compliance with Merit System rules and regulations, Affirmative Action and Equal Employment Opportunity (EEO) laws, codes, rules and regulations.

Participate in the recruitment, screening and processing of new personnel according to established procedures; make hiring recommendations for filling substitute teaching and Paraeducator positions; distribute, collect and process various employment forms and applications; prepare materials for and monitor the on-line application system; forward new employee information to payroll and other 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; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Prepare and distribute announcements for job openings; advertise positions in appropriate media; develop applicant pools; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets as directed; participate on interview or paper screening panels as directed; administer and score written exams.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure 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 new and changes to employee information; establish and adjust employee salary schedule placement based on established criteria; maintain and process employee step and longevity increases; update and maintain seniority lists.

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Provide training to Department, County Office and school district staff concerning personnel software; provide technical support concerning personnel software; maintain employee data and produce related computerized reports as assigned.

Conduct new employee orientations; provide information to new employees regarding various County Office rules and regulations.

Monitor employee credentials as assigned by the position; assure credentials are in compliance with State and County Office requirements; maintain certificated assignment records and seniority list; input new credentials held and assure list is accessible to certificated staff.

Process probationary and annual performance evaluations; notify administrators and supervisors of appraisals due; receive and process completed forms; maintain related database.

Operate a variety of office equipment including a scanner, copier, fax machine, computer and assigned software.

Communicate with County Office personnel and outside agencies to exchange information and resolve issues or concerns; provide information to public and outside agencies including employment verifications, employment opportunities, salary studies and other information as requested.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials.

Research and compile information for special projects as assigned.

Provide substitute job assignments within the Subfinder system as needed.

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 or certificated personnel.

Applicable laws, codes, regulations, policies and procedures.

Merit system rules and regulations.

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.

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Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of technical duties in support of the classified or certificated human resources program.
Participate in the recruitment, screening and processing of new permanent and substitute 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.
Learn County Office organization, operations, policies and objectives.
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.
Type 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience including two years human resources experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

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, kneeling or crouching to file materials.