



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



*Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!*

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## **Human Resources Technician**

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### **JOB SUMMARY:**

Under general supervision performs a variety of responsible technical human resources duties; assists in one or more technical human resources functions including: recruitment, selection, and records management and maintenance. Is responsible for the management and operation of the District absence reporting system; serves as a technical resource for assigned employees in specific functions within classified or certificated unit.

### **CLASS CHARACTERISTICS:**

This is a position having responsibility for performing technical personnel work involved in employing certificated employees and ensuring certificated employees maintain appropriate and valid credentials to perform their assignments. The incumbent is the initial contact for all certificated applicants. Processes all certificated substitutes, verifying qualifications, processing required documentation and entry on the County payroll. The incumbent also oversees the daily staffing of absent certificated and classified employee positions on a pre-established priority basis, providing substitutes through the District absence reporting system. Answers the questions of administrators and/or substitutes and trouble shoots the District absence reporting system to resolve problems as necessary.

### **REPRESENTATIVE DUTIES**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

#### **Essential Duties:**

- Serve as Human Resources Department receptionist, assist in answering questions, respond to requests; maintain an understanding of human resources functions;
- Assist in answering questions about and reviewing, maintaining and monitoring credentials of certificated employees;
- Process assigned employees, including inputting information into the County payroll system;
- Assist with recruitment by preparing and posting certificated job opportunities, and by screening applications for completeness following prescribed guidelines;
- Assist and schedule interviews for filling positions, assemble interview packets with rating forms, generate reply letters/invitations to applicants and advise candidates of results;
- Establish and maintain a wide variety of records and reports for certificated applicant tracking, prepare the annual district personnel directory, and ensure certificated staff compliance with mandatory tuberculosis testing requirements;
- Operate and provide support for the computerized substitute assignment management system, including: monitoring and making adjustments in assignments to ensure proper

substitute coverage for certificated and classified positions, updating/modifying the database to ensure optimal efficiency and updating the certificated substitute handbook as necessary;

- Review and reconcile employee absence records to monthly absence reports, researching and resolving discrepancies;
- Receive and respond to calls from site administrators, certificated, classified staff and substitutes regarding District absence reporting system questions; may make recommendations to site administrators regarding long term substitutes;
- Request and respond to requests for confidential information and file materials of applicants for certificated employment; provide written and verbal employment verifications;
- Inputs personnel related information and data into the computer system including updating information as necessary;
- Maintain the human resources staff development calendar, maintain record of attendance and ensure coverage for attendees;

**Other Related Duties:**

- Assist with the staffing for all non-classified/non certificated employees keeping accurate accounting of minimum qualifications, processing new hire paperwork;
- Assist other human resources staff during peak demand periods;
- Retrieve, sort and distribute department mail;

**SUPERVISION:**

General supervision is received from the Assistant Superintendent, Human Resources. Leadership and/or guidance and direction are provided by the Human Resources Analyst.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Practices and procedures related to certificated personnel;
- Modern office methods, procedures, practices, terms and equipment used in a personnel office;
- Applicable sections of the Education Code and other rules and regulations related to assigned areas;
- Word processing, spreadsheet, database, Internet and E-mail computer applications;
- Methods of making mathematical and statistical calculations;
- English usage, spelling, grammar and punctuation;
- Standard record keeping and filing system procedures;
- Basic research methods;
- Business office telephone techniques and etiquette.

**Ability to:**

- Learn the laws, rules, regulations and policies governing employment, credentialing, and appropriate assignment of certificated school personnel;
- Understand, interpret and apply complex rules, regulations, procedures and policies;
- Perform a variety of technical duties related to the processing and employment of classified or certificated personnel;
- Work independently using sound judgment and discretion in a wide variety of situations to provide quality customer service;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Research, gather data and information and prepare complex and comprehensive written and oral reports;
- Compose and edit routine correspondence independently;
- Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;
- Keyboard at a net corrected speed of 45 words per minute;
- Maintain confidentiality of information;
- Work effectively, efficiently and cooperatively in a busy modern office environment;
- Communicate effectively with a wide variety of audiences both orally and in writing;
- Effectively and efficiently maintain accurate records and files;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy;
- Perform basic mathematical calculations accurately.

**EMPLOYMENT STANDARDS:****Education:**

- High school diploma or equivalent;.
- Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

**Experience:**

- Any combination equivalent to
  - Three (3) years of responsible varied clerical/general office experience including
  - One (1) year in a human resources office (preferably in a California school district personnel/human resources office) OR One (1) year of responsible clerical experience in Ocean View School District
  - Experience managing a substitute management system is highly desirable.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

Works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.

**Physical Demands:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally stoops, bends, and reaches over head; repetitively uses fingers, on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone.

**SALARY RANGE**

Range 36

Classified Bargaining Unit Salary Schedule

New Classification adopted 10/12/06

Job Description Review and Revisions Effective: 10/10/13

Revisions effective 3/5/15, 10/8/20