

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2008
RANGE: 40.5
CLASSIFIED
CODE: 1, 4

HUMAN RESOURCES TECHNICIAN I

DEFINITION

Under general supervision, to perform a variety of personnel related clerical functions;

to maintain records and files pertaining to a variety of personnel management activities;

and to do other related work as required.

EXAMPLES OF DUTIES – *Not all inclusive*

Administer substitute and temporary employment process;

establish, maintain, and review personnel records and files to ensure compliance with policies, rules, and regulations;

assist in the development of documentation to ensure clearance related to employment, including fingerprint review, medical review, certification, and credentials;

obtain and record employee background information;

answer inquiries to verify employment and compensation level according to a predetermined procedure;

input data into a computerized program, and prepare output reports as necessary;

assist in preliminary review and screening of employment applications to ensure application completeness and that applicants meet minimum qualifications;

assist with preemployment recruitment and selection processes;

maintain files and records pertaining to substitute teachers, including usage and absenteeism trends;

maintain county certificated job history records;

maintain the county-wide substitute teacher list;

may contact and assign substitute teachers;

assist individuals with acquisition and renewal of credentials;

ensure that accurate and concise benefit information packets and employment packets are available for employees;

assist with audit of district and county office payrolls for credential status;

act as back-up to other staff in the division including, fingerprinting, credentials, clerical, timekeeping, recruitment, and benefits as needed;

perform data entry into computerized absence tracking system;

maintain a variety of databases for job history, fingerprints and others as needed;

prepare and scan files and documents for Laserfiche storage.

QUALIFICATIONS

Knowledge of:

Appropriate English usage, spelling, grammar, punctuation, and arithmetical processes;

standard office machines and equipment;

proficiency in Microsoft Office Applications;

policies, regulations, guidelines and procedures for typical personnel management.

Ability to:

Maintain the security of sensitive, confidential, and privileged information;

compose correspondence in response to routine inquiries;

perform appropriately in situations requiring specialized knowledge, tact, and good judgment;

develop, maintain, and evaluate data management, storage, and retrieval systems;

type or keyboard at a net corrected speed of 35 words per minute;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Two (2) years of responsible experience in secretarial or specialized clerical work, including one year performing Human Resources or service-oriented duties;

Education:

Equivalent to the completion of the twelfth grade required.

Conditions of employment:

Confidentiality Agreement is required as a condition of employment in the Division of Human Resources;

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/17/15

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