

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED DECEMBER 2011**  
**RANGE: 42.5**  
**CLASSIFIED**  
**CODE: 1, 4**

## **HUMAN RESOURCES TECHNICIAN II**

### **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**

Respond to inquiries and assist employees and the general public concerning matters related to position vacancies and promotional opportunities, which may include explanations of procedures, policies, regulations, and guidelines;

review and screen employment applications to ensure application completeness and that applicant meet minimum qualification standards and any other requirements;

coordinate and conduct recruitment and selection processes in accordance with rules and regulations;

monitor and track all leaves of absence using both automated and manual systems;

ensure that all leave policies and provisions are adhered to in accordance with Federal and State regulations, Rules of the Personnel Commission, and Bargaining Unit agreements;

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;

conduct reference checks, and 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;

counsel employees on leave of absence rules and regulations;

maintain confidential information including medical documentation;

act as a backup to other assignments within the Division of Human Resources.

### **QUALIFICATIONS**

#### Knowledge of:

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

standard office machines and equipment, and proficiency in Microsoft Office Applications;

policies, regulations, guidelines and procedures for typical personnel management;  
automated data management, storage, and retrieval systems.

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:

Three (3) years of responsible experience in secretarial or specialized clerical work, preferably in an educational setting. Prior Human Resources experience preferred.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by training or coursework in human resources.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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

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

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