

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED FEBRUARY 2009**  
**RANGE: 44.0**  
**CLASSIFIED**  
**CODE: 1**

### **HUMAN RESOURCES TECHNICIAN III**

#### **DEFINITION**

Under general direction, perform a variety of specialized and technical personnel functions;

perform complex technical personnel functions involving general accounting and position control operation and clerical functions necessary in maintaining financial and statistical records;

utilize manual and computer assisted processes to perform difficult and technical financial calculations, monitoring and clerical functions;

assist in the planning, organization, and conduct of recruitment, selection, and employment process;

assist in the planning, organization, development, and maintenance of a comprehensive personnel record management, storage and retrieval system;

use independent judgment due to scope of duties that represent responsible sensitive and complex assignments;

perform other related work as required.

#### **EXAMPLES OF DUTIES – *Not all inclusive***

Perform a variety of specialized and technical functions in assembling, calculating, inputting, verifying and reconciling information for payroll;

perform specialized and technical personnel functions including paperwork for newly hired employees;

personnel employment processing and other related functions and activities;

assist County Schools and school district personnel, managers and supervisors by supplying them with all information necessary to aid in employee recruitment and selection process;

perform complex technical fiscal and management operations related to one or more specialized personnel functions;

compile and verify the accuracy and completeness of financial transaction records and reports;

operate computer terminals and other machines and equipment as required;

prepare system input data and analyze, verify and reconcile output reports;

make complex arithmetical calculations and verify computations;

analyze, review, interpret and provide information regarding routine legal mandates, policies, regulations, and guidelines to school district and County office personnel and provide technical information to State and Federal agencies;

coordinate and conduct new employee orientations;

determine salary placement based upon established policies and procedures;

administer random drug and alcohol testing program as required by California Department of Transportation;

assist in research and development functions and activities, including personnel need assessments, wage and salary analyses and surveys, and other related functions and activities;

respond to routine correspondence, memoranda and requests for information and data;

may perform a variety of functions and activities pertaining to the employee fringe benefit program;

review certificated transcripts and verify appropriate credentials are held/maintained;

notify departments of position status;

ensure that all paperwork is transmitted and processed per Rules of the Personnel Commission, Bargaining Unit Contracts, and office policies as they apply to new hires, transfers, promotions, etc.;

ensure that appropriate employee notifications regarding employment status for the upcoming school year are disseminated within the required timelines;

coordinate and conduct annual teacher job fair for Kern County districts;

provide information and assistance to clients regarding credentials;

ensure compliance with State and Federal mandatory employer postings;

responsible for oversight of workers' compensation claims including:

- claim intake;

- coordination with Self Insured Schools of California;

- communication with timekeeper, Human Resources Director, and appropriate supervisor regarding claim status;

- coordinate light duty assignments and "return to work" program;

- communication with injured worker.

## **QUALIFICATIONS**

### Knowledge of:

Methods, strategies, procedures and techniques pertaining to a comprehensive personnel management system;

methods, procedures, terminology and techniques pertaining to operation of automated personnel record management, storage and retrieval systems;

legal mandates, policies, regulations and operational procedures and guidelines pertaining to typical personnel management functions and activities, both classified and certificated;

bargaining unit contract provisions;

use of QSS/OASIS software;

and proficiency in Microsoft Office Applications;

organization and planning methods, trends, techniques and practices.

### Ability to:

Perform complex and technical personnel/payroll functions and general accounting and position control functions;

make complex arithmetical calculations and verify the results;

interpret and apply technical personnel operations procedures, policies, rules, regulations and legal provisions;

prepare, review and analyze personnel files, records, summaries and reports;

plan, organize and pursue a variety of complex personnel transactions;

compile and review comprehensive management reports which may include sensitive and confidential information;

possess manual dexterity to effectively and efficiently operate computer terminals and other office machines and equipment;

type at a net corrected speed of 40 words per minute;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of highly responsible experience in Human Resources, preferably in an educational setting.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in Human Resources.

Bachelor's degree in Human Resources, Business Administration, or related field is preferred.

SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

Condition 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

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