



Human Resources Technician

GENERAL PURPOSE

Under general supervision, performs a variety of administrative duties in support of human resources staff involved in employee records maintenance, benefits, employee development and recruitment and employment functions; processes multiple documents, inputs data, and creates and maintains related reports; interacts with the public, Orange County OCDE of Education (OCDE) administrators, and employees, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician is a technical/administrative class in OCDE's human resources class series. Incumbents perform assignments of varying difficulty in carrying out recruitment, employment processing, benefits, recordkeeping, and other human resources activities. Incumbents are expected to perform job assignments without close supervision using knowledge of OCDE policies, practices, and procedures learned through experience.

Human Resources Technician is distinguished from Senior Human Resources Technician in that incumbents in the latter class independently perform technical duties of significant scope and difficulty requiring the use of human resources principles and practices gained through experience and formal education/training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Assist human resources staff with a variety of technical and administrative activities associated with recruitment, selection, employment, recordkeeping, tuition reimbursement, professional development, new employee orientation, employee recognition, and benefits; explain OCDE programs, policies, and procedures to employees, applicants, and the public; and respond to letters and phone calls regarding employment processes and general human resources policies, procedures, and regulations.
2. Maintain and update a variety of recordkeeping and tracking systems; prepare relevant documentation/forms; obtain necessary signatures; and track documents to ensure completion within established timelines.
3. Perform administrative support duties for human resources staff; draft, type complete, submit, and/or distribute memoranda, correspondence, consultant agreements, contracts, flyers, lists,

manuals, agendas, logs, calendars, applications, reports, forms, and other documents; proofread, check, and verify materials' accuracy, completeness, and compliance with OCDE standards, policies, and procedures, as well as legal requirements; ensure materials, reports, and documents for signature are accurate and complete; and distribute or submit pertinent documentation to appropriate sources.

4. Operate the substitute management system, application management system and/or other systems; assist users in basic operations of the system; maintain system data for OCDE human resources; and prepare related reports as requested.
5. Track program budgets and maintain records on project expenditures; identify and report discrepancies; prepare invoices, and deposit payments; and reconcile purchase orders and invoices.

OTHER DUTIES

1. Process and prepares yearly open purchase orders and contracts as needed.
2. Provide reception desk coverage for breaks and serves as backup when short-staffed.

QUALIFICATIONS

Knowledge of:

1. Practices and procedures of classified and certificated human resources administration in the California education system, including hiring practices, retirement system options, and credential authorizations.
2. OCDE employment policies, procedures, rules, and related documents.
3. Basic research techniques.
4. Federal and state employment laws and related legislation as they pertain to the scope of work. This may include the Americans with Disabilities Act, the EEOC, and the FEHC.
5. Use and operation of a computer and word processing, database and spreadsheet software, and employee or applicant management systems.
6. Modern office practices, procedures, and equipment.
7. Correct English usage, grammar, spelling, punctuation, and vocabulary.
8. Provisions of the California Education Code and the employee bargaining agreements applicable to areas of assigned responsibility.
9. Customer service techniques and etiquette.

Ability and Skill to:

1. Organize work, set priorities, and exercise sound judgment within established policies, guidelines, and work processes.
2. Perform a variety of specialized clerical and technical duties related to OCDE's human resources functions with speed and accuracy.
3. Interpret, explain, and apply OCDE policies and procedures regarding classified and certificated human resources programs and activities.
4. Perform both automated and manual human resources-related recordkeeping with a high degree of accuracy.

5. Operate a computer using spreadsheet and standard business software; type at a speed of 50 words per minute.
6. Meet schedules and timelines for completing assigned duties.
7. Maintain high-volume and confidential records and files.
8. Maintain a high degree of confidentiality regarding human resources information and operations.
9. Establish and maintain effective working relationships with management, staff, applicants, the public, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test and at least two (2) years of responsible human resources experience in a school district or governmental agency; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works under typical office conditions, and the noise level is usually quiet.