



Orange County Department of Education
Human Resources Department
Classified Class Specification

Class Code: 3120
Date Adopted: 7/1/2024

FLSA Status: Nonexempt
Union Representation: Represented

Senior Human Resources Technician

GENERAL PURPOSE

Under general supervision, independently performs a variety of difficult and responsible technical duties in support of human resources staff involved in employee records maintenance, the HRIS, and recruitment/employment functions; processes multiple documents, facilitates substitute and short-term employee hiring and placement, and prepares related reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Human Resources Technician is a technical/administrative class in OCDE's human resources class series. Incumbents perform assignments of significant scope and difficulty in carrying out recruitment, employment processing, and recordkeeping activities. Incumbents are expected to perform job assignments independently using judgment and detailed knowledge of Department policies, practices, rules, requirements, and procedures learned through experience.

Senior Human Resources Technician is distinguished from Human Resources Employment Specialist in that incumbents in the latter classes independently perform assignments requiring the use of more extensive human resources principles and practices gained through greater 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. Perform with a significant degree of independent accountability a variety of technical activities associated with recruitment, selection, employment, and recordkeeping; explain Department of Education programs, policies, and procedures to employees, applicants, and the public; respond to letters and phone calls regarding employment processes and general human resources policies, procedures, and regulations.
2. Act as primary contact for short-term employee hiring managers and candidates; identify specific duties and salary rates and prepare short-term employee contracts; collaborate with payroll to ensure correct rates of pay are used; and facilitate problem-solving communication.
3. Conduct screening, testing, and interviews for various substitute classifications; make recommendations for hire.

4. Evaluate requests for substitute clerical staff; review skills needed; assign placements and monitor ending dates; track substitutes working in vacancies; review extensions with managers; and notify HR managers as needed.
5. Act as primary contact for staffing agencies; coordinate payments and invoicing; confirm time worked and approve online time cards.
6. Perform new employee processing for substitute and short-term employees (STE) by collecting necessary forms/documents and ensuring accuracy and completeness; explain pertinent OCDE policies and procedures; perform data input of employee information into the HRIS/payroll system.
7. Arrange and schedule candidate and employee appointments such as panel and second interviews, candidate orientations, assessment exams, and TB tests/physicals.
8. Advise substitute teachers regarding their credential requirements/applications.
9. Conduct comprehensive professional reference checks on all categories of candidates selected for employment; identify potential challenges and discuss with appropriate staff.
10. Proctor and grade candidate assessment exams; compute interview scores; certify interview results and candidate rankings.
11. Prepare and place job advertising, track advertising costs and invoices; track advertising source results; research new advertising avenues; and provide appropriate related information to management; assist in preparation for career fairs and other recruitment activities according to established event strategy.
12. Create a variety of applicant and employee correspondence, and respond to general employment inquiries; prepare interview and/or orientation materials.

OTHER DUTIES

1. Assist Recruiters with pre-screening of applications for selected positions.
2. Maintain a master calendar for Recruiting Team interviews and recruitment events, and request event strategy and related documentation according to schedule.

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 it pertains to scope of work. This may include the Americans with Disabilities Act, EEOC, and the FEHC.
5. Use and operations 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.

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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.
6. Meet schedules and timelines in 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 high school equivalency test, and at least four years of 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 the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.