



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 3098
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt
Union Representation: Represented**

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, the HRIS, and recruitment/employment functions; processes multiple documents, inputs data, and prepares related reports; 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, and recordkeeping activities. Incumbents are expected to perform job assignments without close supervision using knowledge of Department policies, practices, and procedures learned through experience.

Human Resources Technician is distinguished from Recruiter and Employee Records 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists human resources staff with a variety of technical and administrative activities associated with recruitment, selection, employment, and recordkeeping; explains Department of Education programs, policies, and procedures to employees, applicants, and the public; responds to letters and phone calls regarding employment processes and general human resources policies, procedures, and regulations.
2. Performs new employee processing for substitute and short-term employees (STE) by collecting necessary forms/documents and ensuring accuracy and completeness; explains pertinent OCDE policies and procedures; performs data input of employee information into the HRIS/payroll system.
3. Operates the Substitute Employee Management System (SEMS) or OCDE's application management system; assists users in basic operations of system; maintains system data for HR Department; and prepares related reports as requested.
4. Arranges and schedules candidate and employee appointments such as panel and second interviews, candidate orientations, assessment exams, and TB tests/physicals.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

5. Advises substitute teachers regarding their credential requirements/applications.
6. Conducts comprehensive professional reference checks on all candidates selected for employment; identifies potential challenges and discusses with appropriate staff.
7. Proctors and grades candidate assessment exams; computes interview scores; certifies interview results and candidate rankings.
8. Prepares and places job advertising, tracks advertising costs and invoices; tracks advertising source results; researches new advertising avenues; and provides appropriate related information to management; assists in preparation for career fairs and other recruitment activities according to established event strategy.
9. Creates a variety of applicant and employee correspondence, and responds to general employment inquiries; prepares interview and/or orientation materials.

OTHER DUTIES

1. Assists Recruiters with basic pre-screening of applications for selected positions.
2. Maintains a master calendar for Recruiting Team interviews and recruitment events, and requests 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.
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 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.

Ability to: (cont.)

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 two 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve administrative problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information and skills; perform detailed work on multiple, concurrent tasks often with interruptions; work under deadlines and interact with administrators, management, employees, applicants, the public, and others 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.