

## **ROCKLIN UNIFIED SCHOOL DISTRICT**

**JOB TITLE:** Human Resources Technician II

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To perform a variety of confidential clerical activities including typing, filing, telephoning, and record keeping in support of human resource operations. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires discretion, initiative, and sound judgment as well as technical knowledge and abilities to perform the needed human resource support services. Accuracy and attention to detail in the maintenance, processing, and updating of assigned human resource records and files are required.

**SUPERVISOR:** Assistant Superintendent of Human Resources

### **TYPICAL DUTIES:**

- Maintains and updates personnel files and records including computer data files
- Accepts applications for employment; categorizes, records, and maintains applications in appropriate files
- Composes, types, and distributes position advertisements and announcements in and out of District
- Compiles necessary interviewing materials, notifying applicants, and explaining interviewing procedure
- Assists in the hiring of new staff
- Composes routine correspondence independently from own knowledge of matters involved
- Assists in compiling statistical data and preparing various reports for appropriate review and distribution
- Provides information and assistance to job applicants and employees regarding vacancies, the status of their applications, and employment standards/requirements
- Maintains job description books
- Assists with issuing letters of intent on an annual basis
- Assists in the maintenance and distribution of District personnel directory
- Assists in maintaining such human resource functions as handbooks, department forms, and on-going human resource procedures
- Assists in preparing personnel board materials
- Processes and records fingerprints of all employees and volunteers
- Assists in maintaining and distributing up-to-date salary schedules
- Assists with issuing annual sick leave notices to employees

- Assists in salary survey research
- Assists in maintaining employee health requirement files
- Assists in the hiring of substitutes and maintenance of their files
- Performs other related duties as required

### EMPLOYMENT STANDARDS:

#### Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques

Proper English usage, grammar, spelling, vocabulary, and punctuation

Theory, principles, and practices of public school human resource management, school human resource law and school district organization

Relevant State and Federal laws, regulations and procedures

#### Ability to:

Establish and maintain accurate filing and record keeping systems including computer data files

Operate standard office equipment including a computer, printer, typewriter, copier, and calculator

Effectively utilize computer and computer technology for information management and data gathering

Use computerized human resource management information systems

Type accurately at a rate of 55 words a minute from clear copy

Maintain the confidentiality and security of sensitive information and files

Apply good judgment in recognizing the scope of authority as delegated

Gather, compile, and organize information and prepare assigned reports

Communicate tactfully and effectively in both oral and written forms

Plan, organize, and prioritize assigned workload and to meet established timelines

Provide, with assistance, district human resource policies, procedures, and regulations to employees and applicants

Establish and maintain effective work relationships with those contacted in the performance of required duties

### EDUCATION:

Combination of education and training equivalent to two years of college with focus in school personnel and human resources principles and practices

EXPERIENCE:

Three years of increasingly responsible technical human resource staff experience

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TEST:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

The Rocklin Unified School District  
**Maintains a tobacco-free, drug-free environment**

Adopted: June 20, 2001