OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures

Practices and procedures related to classified and/or certificated personnel

District contracts and bargaining units

Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities

Operations, policies and objectives relating to human resources activities

Record-keeping and report preparation techniques

Correct English usage, grammar, spelling, punctuation and vocabulary

Telephone techniques and etiquette

Modern office procedures and record-keeping techniques

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

Operation of a computer and assigned software

Technical aspects of field of specialty

Data entry and retrieval techniques

Mathematical computations

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities

Participate in the recruitment, screening and processing of new personnel

Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures

Prepare and maintain a variety of manual and automated personnel files, records and reports

Prepare announcements for job openings and place advertisements

Interpret, apply and explain rules, regulations, policies and procedures

Distribute, screen and process employment applications and other personnel-related documents

Maintain confidentiality of sensitive and privileged information

Compose correspondence and written materials independently

Keyboard or input data at an acceptable rate of speed

Understand and follow oral and written instructions

Operate a variety of office equipment including a computer and assigned software

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

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HUMAN RESOURCES TECHNICIAN BUSDFinal

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources or related field and three years increasingly responsible administrative experience in a human resources office

WORKING CONDITIONS:

ENVIRONMENT:

Office environment Constant interruptions Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Stting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file and retrieve materials