



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
HUMAN RESOURCES TECHNICIAN I	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, perform duties related to a specific function within the Human Resources department, provide support for the Human Resources activities of the District; advise and assist departments and the general public with departmental processes and procedures and perform related work as required.

**SCOPE:**

The Human Resources Technician I maintains and provides detailed information to employees and external customers for specific personnel functions.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Explains the Human Resources' processes and procedures to current and potential employees.
2. Prepares and maintains documents relating to specific Human Resources functions such as recruiting, including personnel files.
3. Prepares correspondence for internal and external customers of the Human Resources department.
4. Monitors and coordinates processing of forms such as personnel requisitions, job announcements and Personnel Action Forms (PAF's).
5. Maintains information databases.
6. Updates advertisements for recruitments, including print and online sources.
7. Serves as back up and assists Human Resources Specialists, Recruitment Coordinator and other Technicians.
8. May train and direct the work of student assistants, or short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Write accurate and comprehensive reports; perform and prioritize tasks under time constraints; operate a personal computer and standard software applications; perform detailed tasks with accuracy; communicate effectively in English; follow and give oral and written directions; maintain cooperative working relationships; interact with other employees, students and the public in a helpful, courteous and friendly manner; interpret, apply and initiate District policies and procedures; train student assistants or short-term, non-continuing employees; demonstrate sensitivity to, and respect for, a diverse population.

**EMPLOYMENT STANDARDS (Continued):****KNOWLEDGE OF:**

Current human resources practices and guidelines; modern office methods and practices including filing, proofreading, formatting, report writing; operation of personal computer software programs including word processing and spreadsheet tools.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

***Education:***

Graduation from high school, including some college coursework.

***Experience:***

Experience working in a human resources environment. Experience in an educational environment is preferred.