

**CORONA NORCO UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: HUMAN RESOURCES TECHNICIAN II**

**BASIC FUNCTION:**

Under general supervision, to perform a variety of technical personnel duties and record keeping functions in the area of recruitment, examination, placement and maintenance of applicant records and files to assure certificated personnel possess valid and appropriate credentials for their assignments and classified employees meet qualifications.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Human Resources Technician II classification are distinguished from the Human Resources Technician by the unique requirement to collaborate, review, obtain and process school credentials and to provide information related to the certification and qualifications.

**ESSENTIAL DUTIES:**

1. Perform a wide variety of personnel duties in support of Classified and Certificated employees; advertising positions, processing applications, recruitment and selection, separation, verifying employment, and orientation; for the purpose of conforming to district policies, procedures and relevant laws.
2. Coordinate with appropriate staff in matters pertaining to resolution of credentialing, classifications, staffing, attendance and leaves, legal and technical issues.
3. Prepare and input employment information on current and newly hired employees; assure accuracy of employee identification numbers; maintain procedures and systems to guarantee correct contract salaries and employment status.
4. Monitor the salary advancement eligibility for classified and certificated employees; annually advance qualified employees.
5. Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compose correspondence, letters, memos, forms and other documents as needed.
6. Perform a variety of technical duties to assure certificated personnel hold valid and appropriate credentials for their assignment.
7. Receive and process new and renewal credential and permit applications; review applications for completeness and accuracy; distribute credential paperwork to applicants; accept appropriate application fees; determine need for fingerprinting for new hire certificated employees.
8. Provide information to District personnel, staff and the public regarding a variety of personnel matters relating to verification of employment, evaluation of transcripts, leaves of absence, and credentialing.
9. Supports employee orientation, training and ongoing training for the purpose of ensuring employees are knowledgeable of current practices and administrative processes as well as completion of forms.
10. Assist with planning, organizing and developing programs; professional growth activities and employee events.
11. Assist employees, general public and applicants in completion of documents and process related to assigned Human Resources functions; prepare material and conduct orientations and meetings related to assigned personnel functions.
12. Provides information on personnel policies, procedures, and recruitment and selection process.
13. Establishes, maintains, and audits personnel records and files to ensure compliance with policies.

**OTHER DUTIES:**

Performs other related duties as required.

**KNOWLEDGE/ABILITIES:**

Principles and practices of personnel record keeping

Correct English usage, punctuation, spelling and grammar

Management and word processing, automated and manual record management, storage and retrieval systems.

Interpret and apply technical personnel operational procedures, policies and legal provisions

Use independent judgment and initiative; understand instructions and questions and provide information

Maintain the security of sensitive, confidential, and privileged information; operate standard office equipment

Cooperative working relationships; comply with the District's customer service standards

Operations, policies and objectives relating to personnel activities.

Organization and functions of the California Teacher Credentialing.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Bargaining unit contracts and salary schedules. District organization, operations, policies and objectives. Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Telephone techniques and etiquette.

Provide technical information and assistance to others concerning employment policies and personnel transactions related to credentials and other human resources matters.

Read, interpret, apply and explain applicable laws, rules, regulations and policies related to credentialing and salary placement.

Review transcripts and work experience and make appropriate salary placement.

Monitor credential status of certificated personnel and audit and update personnel files.

Communicate effectively both orally and in writing.

Maintain current knowledge of applicable laws, codes, rules and regulations.

Understand and follow oral and written instructions.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Add, subtract, multiply and divide quickly and accurately.

Answer telephones and greet visitors courteously

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent, requires two (2) years college-level coursework in business administration, human resources management or a related field and three (3) years of increasingly responsible experience involving frequent public contact and processing or reviewing documents for compliance with complex policies and procedures involving human resources functions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hear and speak to exchange information in person and on the telephone.

Sitting for extended periods of time.

Sit or stand.

Bend at the waist, kneel or crouch to file materials.

Reach overhead, above the shoulders and horizontally.

Lift, carry, push or pull objects weighing up to 10 pounds