

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 254  
RANGE: 136  
NON-EXEMPT

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### HUMAN RESOURCES TECHNICIAN II

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical duties in support of classified and certificated substitute employees; provide information and assistance to county office personnel, job applicants and the general public regarding personnel functions, policies and procedures; prepare, maintain and process related forms, applications, files and records.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Communicate with county office personnel and various outside agencies and the public to exchange information and resolve issues or concerns; provide employment verification as requested; communicate with county office personnel and classified and certificated substitutes in the processing of personnel and credentialing records.
- Enter, modify and extract sensitive personnel data in county office electronic information systems, establish and maintain various automated personnel records, reports and files; verify, update, and ensure accuracy of input and output of personnel salary information.
- Maintain professionalism in the performance of responsibilities, continually monitoring success in meeting expectations of both internal and external customers which includes: maintaining confidentiality at all times; ensuring accuracy of all information given and received; answering phones, routine inquiries; emails and other forms of communication in a timely, courteous and professional manner; projecting a positive and helpful image to other departments and external customers.
- Perform a variety of technical duties including typing, filing, duplicating, collecting and distributing materials; process a variety of forms, applications and files; assist personnel and applicants with completing paperwork; respond to inquiries and provide information concerning related standards, requirements, policies and procedures.
- Perform a variety of technical Human Resources duties in support of classified and certificated substitute county office personnel programs and functions; respond to inquiries from employees, management, outside agencies and the public.
- Prepare and submit personnel and payroll documents according to established procedures and deadlines, including but not limited to, employee status changes with completeness and accuracy; conduct employee orientations; forward related information to payroll; distribute appropriate information to department/programs as assigned.
- Process all personnel actions pertaining to employee separations according to established policies and procedures; compile related information and purge employee records and files; prepare, calculate and communicate related information to payroll; maintain human resources data systems and work in conjunction with the Payroll Department.
- Provide information and assistance to county office personnel, job applicants and the general public; attend local job fairs, participate in substitute interviews, references, orientations; collect monies for paraeducator exams and/or pre-placement medical assessments; prepare identification badges; answer phones and respond to inquiries, provide information concerning related standards, requirements, policies and procedures; and process incoming mail.
- Utilize a designated automated absence system to locate classified and certificated substitute staff to provide coverage for absent personnel as assigned; maintain employee work schedules and locations in automated absence system; assist program with

entering absences and vacancies as required; coordinate with program administration regarding absences, vacancies and additional assignments and corresponding substitutes.

- Work closely with Human Resources and Credentials administration, support staff, payroll, and office clerical support staff to coordinate implementation of department's goals.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Ability to work a flexible schedule.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- General personnel office functions, practices and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Telephone techniques and etiquette.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### **ABILITY TO:**

- Compose correspondence and written materials independently or from oral instructions.
- Distribute, screen and process various personnel-related forms, applications and documents.
- Meet schedules and timelines.
- Prepare and maintain personnel records and files.
- Understand and follow oral and written instructions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

### **EXPERIENCE:**

- Two years of increasingly responsible clerical experience including work with the public and/or Human Resources functions.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program required at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job*

*elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: November 14, 2017