

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 253
RANGE: 132
NON-EXEMPT

HUMAN RESOURCES TECHNICIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in support of assigned Human Resources programs and functions; 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:

- Assist with front reception desk coverage and related functions in the absence of Receptionist as assigned.
- Communicate with county office personnel, outside agencies and the public to exchange information and resolve issues or concerns; communicate with county office personnel in the processing of personnel and credentialing records.
- Compile information and conduct audits as assigned, maintain a variety of personnel files and records according to established policies and procedures; input a variety of personnel data into an assigned computer system; maintain automated records and generate reports as assigned.
- Coordinate services and communications for the fingerprint consortium; operate electronic equipment to fingerprint applicants and conduct criminal background checks according to established procedures; process fingerprints and applicant information and forward to the Department of Justice; ensure systems and software are current; notify applicable school district and county office staff of applicant status; maintain the highest level of confidentiality with fingerprinting records; maintain records and files for the county office and the Department of Justice as assigned.
- 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 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.
- Participate in a variety of other assigned activities such as collecting monies for paraeducator exam, fingerprint consortium and/or pre-placement medical assessments; preparing identification badges, answering phones and processing incoming mail.
- Perform a variety of technical duties in support of assigned Human Resources programs and functions including typing, filing, duplicating, collecting and distributing materials; process a variety of forms and applications; assist personnel and applicants with completing paperwork.
- Provide information and assistance to county office personnel, job applicants and the general public regarding assigned personnel functions; respond to inquiries and provide information concerning related standards, requirements, policies and procedures.
- Type letters, forms, memoranda, bulletins, notices or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

- Work closely with Human Resources/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:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

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 time lines.
- 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:

- One year of clerical experience including work with the public.

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 may be 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