



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave. - Hemet, CA 92545-3637 - (951) 765-5100

**Human Resources Technician**  
**Confidential Position**

**JOB SUMMARY**

Positions assigned in this classification report to an assigned member of the Human Resources Management Team, to perform complex analytical and technical personnel management functions and activities; to collect/analyze data in the tasks pertaining to human resources operations of the district such as; planning, coordinating, and administering the overall recruitment, selection, and retention of classified, certificated, and management staff; assures that equal opportunity guidelines are followed; give guidance and direction related to complaint resolution, testing, and performance appraisal programs; distributing and communicating information to enforce Human Resources hiring compliance; compile test analysis and construction; plan and conduct classification/compensation studies; perform specialized studies and prepare a wide variety of reports; contribute to salary analyses, job functions and responsibilities. Positions in this class are responsible for the coordination and performance of all technical and specialized duties, which permit the execution, and maintenance of the District's comprehensive personnel program in conformity with District policies and regulations and in compliance with all applicable statutes. Compile appropriate interview requirements and may sit on interview panels.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification duties include statistical reports and findings, compensation analysis, classification analysis, interpret complex bargaining unit member agreement matters, advise and counsel administrators on contracts. Duties may also include, compiling reports confidential in nature pertaining to grievances, longevity, seniority, compensation, reassignments, layoffs, and reductions. Responsible for unemployment claims, 39 month rehire lists, reduction of workforce and reemployment rights. Technicians may also counsel outside agencies regarding recruitment, assessment tests and training.

**MINIMUM QUALIFICATIONS**

**ESSENTIAL FUNCTIONS:**

- Cognizant of legally mandated timelines, devise and implement procedures necessary to maintain personnel functions and initiate personnel actions in accordance with District policies and legal requirements;
- Cognizant of past practice, counsel administrators and employees in specific situations requiring interpretation of District policies, Bargaining Unit Agreement, and applicable laws relating to certification, salary placement, retirement benefits and other classified/certificated personnel matters;
- Review new and replacement job posting requests for accuracy and completeness and process said requests when requirements are met;
- Receive and handle heavy telephone and public contact where judgement, knowledge and interpretations of classified and certificated negotiations, personnel policies and regulations are necessary;
- Plan and execute initial employee selection process including the drafting of vacancy notices and advertisements;
- Receive and review applications for the purpose of screening and evaluation;
- Maintain employees' personnel confidential files;
- Interview and counsel applicants concerning a variety of requirements, and assist them in obtaining necessary documentation, certificates;
- Initiate and prepare necessary forms, applications and letters in support of employment requirements and conditions, collecting and forwarding any applicable fees;
- Maintain files and gather materials for interview packets, including coordinating interview schedules and screening panels; and, if applicable, interpret classified testing results, for determination of initial interview group;
- Review and/or draft interview questions ensuring legal compliance with all applicable guidelines;
- Cognizant of District policies and Bargaining Unit Agreements, verify and evaluate prior service, training, and education course work for salary placement, and generate employment contract and carry out other necessary administrative and payroll procedures to complete hiring process;

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### **ESSENTIAL FUNCTIONS (Continued)**

- Assess requirements and maintain, and administer the classified testing program, i.e., draft and prepare testing materials for classified job vacancies;
- Administer, score and rank personnel tests;
- Maintain confidential file of tests;
- Review the integrity of the interview and selection process prior to Board recommendation;
- Review employee status changes for completeness and accuracy, when requirements met, determine applicable pay adjustments, and initiate further actions to complete process;
- Develop new salary schedules and calculate any changes for current salary schedules;
- Devise and implement procedures to monitor and determine longevity;
- Review, edit and/or draft job descriptions in accordance with legal requirements, to reflect accurate job duties and qualifications and ensure District job description consistency;
- Participate in bargaining unit negotiations and strategies for classified and certificated employees as required;
- Makes independent recommendations regarding new classified and certificated hires and recommendations to management for revisions to the Collective Bargaining Agreement;
- May represent management in employee discipline hearings and/or grievance arbitration.
- Maintain complete and accurate personnel files and records for all District employees, as well as other record keeping as may be required;
- Compile, edit, and draft personnel reports and other information for Board consideration/action;
- Analyze County/District interface, identify District requirements, and provide parameters for assigned District employees to generate the data/reports required;
- Analyze requirements and compile statistical information for reports, forms and questionnaires;
- Compose, interpret, edit and distribute district publications initiated by and related to the Human Resources Department;
- Evaluate communication priorities, relay information to appropriate administrators and employees;
- Plan and execute the various workshops and programs necessary to ensure the relay of pertinent information and maintain legal compliance;
- Determine requirements of, draft, prepare and distribute necessary employee handbooks;
- Organize and direct the work of other clerical employees as needed to complete the Personnel programs.

### **ABILITY TO**

- Perform responsible, technical duties requiring independent judgment, initiative, and procedural accuracy;
- Adhere to established Human Resources department goals and objectives and work to ensure their fulfillment;
- Initiate, research and draft clear, concise and accurate reports;
- Analyze requirements for and compose proper correspondence relating to all personnel matters on own initiative;
- Understand mathematical formulas necessary to generate salary schedules and pay changes and perform arithmetic calculations of same;
- Type accurately at a rate of 45 words per minute from clear, legible copy;
- Proficient ability in computer software and programs;
- Demonstrate good judgment & good problem-solving skills;
- Organize tasks, set priorities & meet deadlines;
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.
- Maintain specialized and confidential personnel records and files;
- Acquire technical and procedural information and terminology quickly;
- Understand and carry out oral and written directions;
- Establish and maintain an effective working relationship with those contacted in the course of work;
- Access and use District-adopted web-based systems.

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### **A Confidential Position**

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## **EDUCATION**

Any combination of education and experience equivalent to (2) years of college level course work in the areas of Business Administration, Public Administration, Human Resources, or related subject is required.

Equivalents: College-level business administration training and/or coursework may be substituted for the required experience on a year-for-year basis up to two (2) years.

## **EXPERIENCE**

Minimum of five (5) years of documented school and/or related Human Resources experience, including demonstration of leadership skills, increasingly responsible secretarial experience, knowledge and abilities in performing job related duties and responsibilities preferably in a California public school district/and or in public personnel work. One (1) year of the (5) years in the area of Personnel or Human Resources in an educational setting, is preferred.

## **Physical Demands**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above.

Physical Demands: Sitting (up to continuously); stand, reach, bend, walk, stoop, squat, kneel, look up/down (occasionally); push, pull, twist, squat (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies, up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

## **Working Conditions**

Exposure to: inside/outside temperature swings, use of office equipment and supplies, moderate noise levels (infrequently).

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

## **REQUIRED LICENSES AND/OR CERTIFICATES**

If required to operate a vehicle in the performance of duties, operator must possess a valid and appropriate California Driver's license and maintain possession of such license during the course of employment, have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment. Other certificate(s) and/or license(s) may be required to comply with federal, state and/or local regulations. Class C Drivers License is required

Employment Status  
Confidential Position (12 months)  
Salary Schedule 202 Row 13

July 2021