

STOCKTON UNIFIED SCHOOL DISTRICT

**HR TECHNICIAN I**

DEFINITION

Perform a wide variety of technical and clerical duties in the Human Resources Department related to district employee substitute staff, including entering new personnel into the personnel and payroll systems; inputting all subsequent changes for all classified and certificated employees; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Human Resource Operations Manager and/or management personnel and may exercise technical guidance over Personnel Technicians.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Process substitute packets for certificated, 45 day consultants, classified, students, and athletic coaches. Enter data into personnel and payroll systems. Setup personnel file (E).

Process all Personnel Authorization forms requesting extra pay, attached list, hourly pay, seniority updates and employee status changes (E).

Intake and process all request for loan forgiveness, verification of employment, EDD claims. Assist in providing support for grievance procedures, unemployment hearings, employee tuberculosis records, and other personnel-related process (E).

Monitor and verify leave information into leave system for all substitute staff, process address change request for all employees (E).

Maintain/update desk manuals or procedures, assist HR Technician's II (E).

Must maintain confidentiality when dealing with sensitive employee records.

QUALIFICATIONS

Knowledge of:

- A wide variety of procedures and processes performed in a human resources department for a large employer, including payroll and leave systems
- Basic accounting principles and procedures
- Basic data processing concepts and terminology
- Office procedures and practices, including scanning systems, telephone techniques, letter and report writing
- Standard office machines and equipment

Ability to:

- Independently perform a wide variety of procedurally duties in a human resources department
- Gather, compile, analyze and present technical data
- Apply pertinent rules and regulations related to employee status
- Process a tremendous amount of paperwork while adhering to set deadlines
- Answer a variety of questions from employees and the public on personnel matters
- Work independently in the absence of supervision to identify and solve procedural problems encountered in the course of work
- Operate a personal computer to perform word processing, data entry and data inquiry
- Maintain confidentiality in performing job duties
- Communicate effectively, orally and in writing
- Typing skills in order to perform duties as assigned

Experience and Education:

Any combination of education, training and experience equivalent to: completion of the twelfth (12) grade and three (3) years of increasingly responsible technical and clerical experience, preferably in human resources.

License and Certificates:

- Possession of valid California driver's license

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

Salary Placement:

Confidential Salary Schedule

Tier 2, Range E

12-Month Work Year

Board Approval, 05/18/01, 08/10/05, 11/9/21

Confidential re-alignment effective 03/01/19