HUMAN RESOURCES TECHNICIAN BUSD

OTHER DUTIES Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures Practices and procedures related to classified and/or certificated personnel District contracts and bargaining units Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities Operations, policies and objectives relating to human resources activities Record-keeping and report preparation techniques Correct English usage, grammar, spelling, punctuation and vocabulary Telephone techniques and etiquette Modern office procedures and record-keeping techniques Oral and written communication skills Interpersonal skills using tact, patience and professionalism Operation of a computer and assigned software Technical aspects of field of specialty Data entry and retrieval techniques

Mathematical computations

ABILITY TO:

Perform a variety of technical duties in support of human resources operations and activities

Participate in the recruitment, screening and processing of new personnel

Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures

Prepare and maintain a variety of manual and automated personnel files, records and reports

Prepare announcements for job openings and place advertisements

Interpret, apply and explain rules, regulations, policies and procedures

Distribute, screen and process employment applications and other personnel-related documents

Maintain confidentiality of sensitive and privileged information

Compose correspondence and written materials independently

Keyboard or input data at an acceptable rate of speed

Understand and follow oral and written instructions

Operate a variety of office equipment including a computer and assigned software

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources or related field and three years increasingly responsible administrative experience in a human resources office

WORKING CONDITIONS:

ENVIRONMENT: Office environment Constant interruptions Interactions with dissatisfied, hostile and irate individuals

PHYSICAL DEMANDS Dexterity of hands and fingers to operate a computer keyboard Hearing and speaking to exchange information in person and on the telephone Stting or standing for extended periods of time Seeing to read a variety of materials Bending at the waist or kneeling to file and retrieve materials