



HUMAN RESOURCES TECHNICIAN

SUMMARY

Under general supervision, performs a variety of paraprofessional and administrative human resources support functions, including, but not limited to, assisting with recruitment and pre-employment processes; auditing data, creation and maintenance of employee files, monthly human resources duties and action items, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff.

DISTINGUISHING CHARACTERISTICS

This journey-level classification is responsible for paraprofessional and administrative human resources support. Performance requires ability to work independently with initiative and discretion within established guidelines. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Human Resources Manager in that the latter is responsible for strategic planning and management of all human resources services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of paraprofessional and administrative human resources support duties, including, but not limited to, recruitment including posting jobs, pre-employment, auditing data for accuracy, verifying submitted documents for completeness, and following up with applicants
2. Assists in maintaining computer systems and applications, tracking systems, database, and spreadsheets.
3. Establishes and maintains human resources files.
4. Tracks work permits, work authorizations, and tuberculosis credentials, and training expirations.
5. Updates the organization chart and maintains the headcount reports.
6. Orders materials and supplies including labor law posters, file folders, business cards, name tags, and recruiting postcards.
7. Assigns training and 6-month reviews as applicable.
8. Processes employment changes in the system including deactivation and reactivations and their sub processes
9. Ensure confidential information is maintained.
10. Maintains personnel files and follows the document retention policy for removing terminated files.
11. Works collaboratively with internal and external customers.
12. Assists with District special events as needed.
13. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate's degree or equivalent in human resources, business or public administration, or a related field is required;

AND

- Two years of relevant experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of the human resources function.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Relevant laws, rules, regulations, policies and procedures.
- Principles and practices of recordkeeping.
- Relevant occupational hazards and standard safety practices.



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- Modern office practices, methods, computer equipment, and applications.

Ability to:

- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Review documents for completeness and accuracy.
- Maintain accurate and confidential records.
- Review and reconcile a variety of records.
- Perform detailed human resources functions accurately and in a timely manner.
- Maintain confidentiality.
- Make accurate mathematic and statistical computations.
- Speak effectively in public.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- Relevant professional certifications are desirable.

PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: PT881

FLSA Status: Non-Exempt

Supersedes: Human Resources Technician I & II dated 7/30/14, updated 07/27/2026