



Santa Rosa City Schools

Classification Description

Job title:	Human Resources Technician – Recruiting Technician	Department:	Human Resources
Disaster Work Status:	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
Reports to:	Directors of Human Resources	FLSA Classification:	Non-exempt
Board Approval:	June 12, 2024	Work year:	12 months
Revision(s):		Salary Range	29

DEFINITION:

Under the direction of a Director of Human Resources, performs all duties involved in the recruitment and selection process of certificated and classified personnel for the district. Oversees all activities related to hiring and clearing school coaches

QUALIFICATIONS:

Education:

Any combination equivalent to high school education.

Experience:

Three years of increasingly responsible related experience, including at least one year in a position in a fast paced environment that involves some facet of recruitment

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- School district policy, rules and regulations
- Operations, procedures, specific rules and precedents of the Human Resources department
- State requirements for athletic coaches
- Current software programs used in Human Resources and recruitment
- District and State policies and procedures on hiring of classified and certificated personnel
- Office methods, equipment and procedures
- English usage, spelling vocabulary, grammar, punctuation, and arithmetic

Ability to:

- Learn, interpret, and apply school district rules, laws, and policies with good judgment while independently carrying out a variety of clerical and technical procedures
- Take responsibility and use good judgment in recognizing scope of authority
- Compose correspondence independently
- Performs responsible and difficult clerical work with accuracy, speed and a minimum of supervision
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgment and poise
- Analyze situations accurately and adopt an effective course of action

- Prepare and maintain multiples types of records and reports

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Processes and screens applications and sends them to interviewers. Makes arrangements for testing as necessary; scores examinations and establishes employment lists for each classification.
2. Monitors staffing, (full time equivalency) FTE and salary changes in the Human Resources systems.
3. Coordinates Human Resources exams for candidates.
4. Prepares letters to applicants who were not selected for District openings.
5. Answers correspondence independently.
6. Develops records, documents, and statistical data associated with recruitment.
7. Develops and maintains files of correspondence, records and other documents.
8. Provides information and answers questions where judgment, knowledge and interpretation of district policies, procedures, rules and regulations are required.
9. Maintains recruitment files that are in progress and expedites their completion, exercises discretion in arranging appointments and in processing and answering written and electronic correspondence.
10. Distributes memos and reports and mails a variety of materials.
11. Compiles and maintains lists of topics for Board agenda and cabinet meetings. Assists, as required, in the compilation and development of recruitment budgets.
12. May order and issue office supplies and maintain inventory control for recruiting.
13. Works closely with all members of the Human Resources Department.
14. Keeps current on all hiring practices, Board policies, education codes, and required state and federal labor law postings. Notifies Site Admins and Directors with updated labor law signage.
15. Acts as the overall administrator of the Athletic Information System.
16. Sends offers, onboards, clears coaches, ensures compliance with all clearances for athletic coaches. Facilitates the stipend payments for all coaches.
17. Plans, designs, and implements in-house job fairs. Assists with and attends job fairs for recruitment purposes. Outside job fairs will require travel to other locations.
18. Create and maintain informed K12 forms.
19. Create and develop new postings for Frontline, Edjoin and other recruitment sites. This includes all recruiting, media and social media platforms.
20. Maintains and updates District website with regards to recruiting and coaching.
21. Verify all necessary hiring documents attached to complete the successful candidate form.
22. Verify applicants are screened prior to forwarding to the hiring Administrators.
23. Acts as a point of contact for the public entering the Administration building.
24. Assists with Human Resources professional development training.
25. Serves on the implementation team with new Human Resources software.
26. Processes and validates requests to recruit.
27. Additional other duties as assigned related to emergency, crisis and/or pandemic.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Perform other duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	May require occasional travel to district sites
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lot, sidewalk, school sites
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting			X		
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE: This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.