



Santa Rosa City Schools

Classification Description

Job title:	Human Resources Technician III	Department:	Human Resources
Disaster Work Status:	Considered a Disaster Service Worker and/or Essential Worker during emergency, crisis and/or pandemic		
Reports to:	Director of Human Resources	FLSA Classification:	Non-exempt
Board Approval:	June 12, 2024	Work year:	12 month
Revision(s):		Salary Range	33

DEFINITION:

Under the direction of the Director of Human Resources, perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; perform screening and processing for district applicants and new hires; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures; prepare and maintain a variety of files, records and reports; involved with orientation and salary placement of certificated and classified personnel for the District; incumbents are assigned both certificated and classified employees with respect to the qualifications of candidates for District positions.

QUALIFICATIONS:

Education:

Any combination equivalent to: graduation from high school supplemented by college level course work in human resources or related field. (Experience may be accepted in lieu of college level course work)

Experience:

Three years increasingly responsible administrative experience in a human resources or school district employment.

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Teacher credential requirements
- District and State policies and procedures on hiring of classified and certificated personnel
- Certificated and classified pay plans of the District
- Negotiated contracts for certificated and classified personnel
- Office procedures and equipment
- Payroll concepts and principles
- English usage, vocabulary, spelling and punctuation
- Basic principles of employee relations and personnel management
- Transcripts and course numbering systems utilized by colleges and universities
- Insurance plans and workers' compensation policies

Ability to:

- Establish and maintain cooperative relationships with others contacted in the course of work
- Interpret and apply rules and regulations pertaining to credentials
- Assist classified and certificated staff with a variety of problems relating to salaries and fringe benefits
- Speak and write effectively
- Perform assigned duties with tact and politeness
- Analyze situations accurately and adopt an effective course of action
- Prepare correspondence and reports
- Operate office equipment
- Type at a reasonable rate of speed
- Work with union contracts and non-represented groups and translate the provisions of these contracts into action
- Make independent judgment with respect to the provisions of union contracts
- Maintain confidentiality in the course of work

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. Process new employee on-boarding/orientation making sure all clearances are received. Assure all employment forms are properly completed and that payroll forms or change of status forms are sent to the payroll department and processed properly. Create confidential file and prepare employment contracts. Onboards employees including fingerprinting, arranging for TB clearances, etc. (This may include employees from other countries).
2. Acts as a resource for employees and applicants on District policies, practices, decisions, salaries, benefits, and contracts.
3. Establishes a personnel file for each new hire.
4. Reviews and audits seniority lists for classified and certificated employees.
5. Maintains and updates certificated classification status, including temporary and probationary (0,1,2), ensuring information is correct for Human Resources and the Board of Education.
6. Audits and monitors employee credentials, professional and state licenses, and national certifications.
7. Assists with annual District certificated compliance monitoring using CALSAAS.
8. Responsible for annual OSHA reporting.
9. Acts as a resource for District Induction Program, attends meetings, maintains mentor lists and processes stipends.
10. Prepares Human Resources items for Board action as necessary; processes all necessary paperwork in support of Board actions.
11. May process supplemental and regular payrolls and payroll deductions.
12. Process and maintain CALPERS retirement and benefits forms.
13. Serves as HR liaison for summer school programs Administration for onboarding summer assignments.
14. May manage the district's Workers' Compensation program including making arrangements for ergonomic evaluations. Provides information and assistance to Administration. Prepares and maintains Workers' Compensation records. Reviews reports, conducts/participates in Interactive Process meetings, and monitors the Return-to-Work Program.
15. Attends, participates, and facilitates multiple types of employee related meetings.
16. Participates in various projects related to improvement of Human Resources information and records (Employee Portal, Compliance Training System, Informed K12, Human Resources Management System).

17. Review, process, and track employee paid and unpaid leave. Ensure FMLA/CFRA eligibility and monitor return from leave.
18. Inform all necessary departments of changes in staffing or payroll. Implement new salary schedules and determine appropriate placement.
19. Prepare scheduled certificated and classified evaluation reports.
20. Implement status changes from a Director of Human Resources and adjust benefits, if necessary.
21. Maintain temporary, probationary, and permanent employee status reports.
22. Track professional growth units and analyze transcripts. Adjust salary and/or stipends if appropriate.
23. Responsible for the implementation and continued administration of new online Human Resources software programs.
24. Composes confidential correspondence, forms and reports for employees.
25. Initiate monthly reports to ensure employee compliance.
26. Provides training and guidance to less experience department staff.
27. Operates computer to enter and update Human Resources information.
28. Operates a variety of office machines including the typewriter, adding machine, calculator, and computer terminal.
29. 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 related 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"/>	Driving to District locations
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, finger printing machine
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitizer, toner
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(Possible for during crisis or pandemic)
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.