

Napa Valley Unified School District

Position Description

Position: Human Resources Technician – Senior	Position Number:
Department/Site: Human Resources	FLSA: non-exempt
Reports to/Evaluated by: Assistant Superintendent or designee	Salary Grade: 36

Summary

Coordinates and performs human resources services areas of personnel status transactions, recruitment, employee communications, employee benefits, HRIS, and state and local reporting.

Distinguishing Career Features

The Human Resources Technician - Senior represents a technical contributor within a technical and professional career path. Advancement to Human Resources Technician - Senior is based on need, qualifications, and the ability to participate and assist with most of the programs within Human Resources and which have District-wide span, such as in, recruitment, records and status changes, classification and compensation, employee relations,.

Essential Duties and Responsibilities

- Coordinates and facilitates recruiting processes. Receives, verifies, and follows up on recruiting/staffing requests by initiating internal and external recruiting activities. Posts and advertises job announcements.
- Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Participates in special and targeted recruitment processes to locate and attract specific subject skills or demographics.
- Sets up job candidate testing (as needed), prescreen, and interview panels. Prepares panel packets that include candidate information and interview questions. Selects and recommends test content. Ensures that eligibility lists for jobs are up-to-date.
- Analyzes applicant prescreening results and makes initial recommendations based on qualifications and suitability for employment within District requirements and stated qualifications. Refers complex or sensitive outcomes to the Director.
- Consults with staff in small group and individual settings. Provides up-to-date information on hiring requirements and to facilitate recruitment activities.
- Consults with staff on information and technical matters for the retirement and capital accumulation plans. Serves as a resource and intermediary when conveying information to/from the retirement system and related benefit plans.

- Prepares a variety of reports for administration, state and federal agencies, requiring integrating of payroll, human resources, and other information.
- Maintains a time system of personnel records including control and storage of documents and files, conversion of files to support computer-aided retrieval, and day-to-day record maintenance.
- Oversees and participates in setup of computerized employee files that include determination of pay and benefit levels. Transmits information to payroll for processing.
- Analyzes a variety of program elements such as, and not limited to, employee use of paid-time-off, insurance coverage and cost surveys, and use of tuition reimbursement provisions.
- Composes letters to employees on a variety of status topics such as, but not limited to personnel status, credentials, and emerging requirements.
- Conducts and/or facilitates new employee orientations. Oversees and assembles new employee information and forms.
- Participates in job classification procedures. Initiates data gathering, reviews descriptions and departmental proposals, and conducts site visits to understand other factors such as working conditions, tools and equipment used.
- Prepares position descriptions and recommendations for salary grade assignment subject to review by the Director.
- Participates in monitoring a budget-driven position control system. Uses this information for responding to new job proposals and filling those already approved.
- Interprets policies and procedures on behalf of the department. Assists with policy development by researching prevailing and emerging practice and trends.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires in depth technical knowledge of the principles, practices, and procedures associated with human resources management in education or related public service. Requires a working knowledge of common provisions of employee benefit plans. Requires working knowledge of personnel policies, rules and regulations. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires well-developed knowledge of English language, punctuation, syntax, and grammar to prepare professional correspondence. Requires sufficient math skills to perform standard business math calculations. Requires sufficient human relation skills to convey technical concepts to others, to deal with sensitive and private information, to give instructions and orientations, and to facilitate discussions in individual and small group settings.

▪ **Abilities**

Requires the ability to carry out the objectives and duties of the position. Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the District. Requires the ability to perform research and analysis. Requires the ability to learn, apply, and interpret District policies, procedures, and rules pertaining to human resources. Requires the ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines. Requires the ability to train others and facilitate small group discussions. Requires the ability to communicate technical information and to interact with a wide variety of individuals inside and outside the organization.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various District locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer and keyboard at an acceptable rate and operate office equipment.

▪ **Education and Experience**

The position typically requires an Associate's degree in business, human resources or related discipline and four years of experience in a human resources function. Alternatively, a Bachelor's degree may substitute for some experience.

▪ **Licenses and Certificates**

Requires a valid form of picture identification.

▪ **Working Conditions**

Work is performed indoors in an office environment with minimal health and safety considerations.