

Human Resources Technician

Purpose

The job of Human Resources Technician is done for the purpose/s of scheduling and arranging on-the-job training for new and current employees; conducting a variety of training activities and orientation sessions; ensuring accuracy of information and compliance within established district and government guidelines; operating a variety of equipment in the mailing and reproduction of materials and ensuring the availability of required materials and equipment; assisting with fingerprinting/ID badges for new employees; and providing excellent customer service to district staff. This job reports to Director-HR Development.

Essential Functions

- Assists Human Resources with onboarding new employees (e.g. fingerprinting and ID badges, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Conducts a variety of employee trainings (e.g. new employee orientations, CPR classes, employee health/safety compliance trainings, required employee certification trainings, etc.) for the purpose of facilitating post-employment education of employees to meet department and district objectives and outcomes.
- Coordinates a variety of requests (e.g. printing/copying, mailings, employee training materials, posters, newsletters, etc.) for the purpose of ensuring that projects are completed in an efficient and timely manner.
- Maintains a variety of manual and electronic files and/or records (e.g. files, documents; newsletters; digital posters; mailing records; training procedure manuals, guides, course materials, handouts/visuals, training records, required reports, etc.) for the purpose of providing accurate and up-to-date reference and complying with regulatory requirements and established guidelines.
- Maintains work area and equipment (e.g. scheduled maintenance and troubleshooting of copiers, postage equipment, training equipment; availability of materials, etc.) for the purpose of ensuring a clean and safe work environment and the availability of equipment and supplies required to efficiently and effectively complete all work requests.
- Monitors equipment usage and training costs (e.g. postage meter, photocopier meters, mailing permits, change of address credits, training materials, etc.) for the purpose of ensuring services are provided in compliance with department and district budget objectives and guidelines.
- Operates a variety of equipment and software (e.g. photocopiers; postage meters, standard office software, etc.) for the purpose of ensuring availability and distribution of printed/digital materials as required.
- Orders supplies for the purpose of ensuring availability of items as needed.
- Prepares a variety of manual and digital materials (e.g. affixing correct postage to mailings, sorting/organizing mail for distribution; newsletters/posters, accurate training sign-in sheets, class lists, etc.) for the purpose of ensuring efficient and effective operating procedures in compliance with district guidelines and government regulations.
- Responds to inquiries for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
- Schedules employee trainings (e.g. required certification trainings, employee orientations, professional development in health/safety compliance, education, business, and technical areas; organizes training manuals/equipment, guides, handouts, visuals, etc.) for the purpose of implementing training activities per identified district training needs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment and software; and operating postage meter and photocopy equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; safety practices and procedures; basic principles and procedures of record keeping; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; adapting to changing work priorities; maintaining confidentiality; working as part of a team; working with frequent interruptions; meeting deadlines and schedules; and providing excellent customer service.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 45% sitting, 10% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
CPR/First Aid Trainer Certification
Mandt Trainer Certification

Continuing Educ. / Training

Maintains required certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-exempt

Approval Date

05/03/2017

Salary Grade

Class 52

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____