

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: HUMAN RESOURCE TECHNICIAN
CALENDAR: HUMAN RESOURCE TECHNICIAN
SALARY: GRADE 13

Job Goal:

Perform a wide variety of clerical and technical duties related to the operation of the Human Resources Department

Minimum Qualifications:

- High School diploma or equivalent plus post-graduate work in business or related fields
- Minimum two years data entry and clerical experience; human resources and school district experience desired
- Computer proficiency to include use of basic software applications (Word, Excel, etc.)
- Ability to type accurately at an acceptable rate of speed and to operate standard office equipment; high math aptitude
- Ability to organize, prioritize, problem solve and meet deadlines with accurate attention to detail while working with frequent interruptions
- Ability to effectively communicate (verbal and written) with district personnel at all levels and general public
- Ability to maintain confidentiality
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Performs a wide variety of clerical work including typing, filing, record keeping and preparing reports
- Establishes and maintains employee personnel records on software system for administrative, certified and support personnel (i.e. hourly and salaried)
- Processes various types of Personnel Action Forms accurately and timely
- Computes and processes pay changes
- Prepares, verifies and distributes employment contracts and reasonable assurance documents
- Audits personnel information in software systems for accuracy
- Conducts transactions with employees and the general public requiring a knowledge of rules, procedures, policies and activities
- Receives inquiries by telephone or in person and gives out appropriate information
- Prepares reports and compile statistical data for various surveys, district, state and federal reporting as needed
- Updates Board Packet with employment related changes
- May assist in the orientation of new employees and coordinates post employment paperwork
- May relieve on switchboard as requested
- Performs related duties as requested
- Performs all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly, and patient manner

- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.