

# Position Description

---

<b>TITLE:</b>	<b>Human Resources Technician</b>	<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Human Resources	<b>GRADE:</b>	13

---

**SUMMARY:** Under basic supervision, maintains all employee personnel, medical, and confidential files. Manages worker's compensation reports and responds to DES/unemployment claims and employee verification requests.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Enters new employee data and all contracts.
- Enters and maintains employee schedules in timekeeping system.
- Maintains benefit and retirement enrollments, changes, and terminations.
- Maintains benefit deductions for medical, dental, life insurance, etc.
- Posts leave on a bi-weekly basis.
- Maintains worker's compensation reports and documentation.
- Responds to DES and Unemployment claims; verifies employment income.
- Creates and verifies receipt of time and effort forms for contracts and stipends.
- Tracks employee and compliance documentation to include but not limited to, transcripts, certifications/licenses, audits, evaluations and annual reports.
- Assists in completion of federal, state and local reports, as required.
- Performs other related tasks as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High school diploma or equivalent; **AND** two (2) years of previous clerical or office experience; **OR** an equivalent combination of education, training, and experience.

**Required Knowledge of:**

- Principles and methods of time management.
- Time keeping and human resources software.
- Employment and employee benefit laws and regulations.
- Principles and procedures of recordkeeping, reporting and retention.
- District, School Board, and Department policies and procedures.

**Required Skills in:**

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment.
- Assessing, prioritizing and completing multiple tasks and demands simultaneously.
- Telephone etiquette.
- Practices methods involved in providing quality customer service

**Physical Demands/Work Environment:**

- Work is performed in a standard office environment.

*Reclassified 7/9/2019*