

CORONA-NORCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN I

BASIC FUNCTION

Under the direction of an administrator, perform complex technical Human Resources duties in the area of recruitment, placement and maintenance of applicant records and files; processing, placement, release and utilization of substitute personnel.

ESSENTIAL DUTIES

- Perform a variety of technical clerical and complex duties in support of the District's recruitment program; communicate with job applicants and provide information; make offers of employment.
- Coordinates information received regarding absences to set up placement, release, and utilization of substitute teachers and classified employees.
- Coordinate placement of temporary and substitute employees.
- Manage and oversee District substitute system, long-term substitute assignments, and leave of absences.
- Verify work experience and evaluate transcripts of applicants to determine qualifications for vacancies.
- Provide information and assistance to District personnel, staff, and the public regarding a variety of personnel matters relating to the recruitment and selection of applicants for advertised vacancies.
- Advise, process and maintain information regarding leaves of absence (e.g. sick, maternity, FMLA/CFRA, etc.) related to classified and certificated employees.
- Monitors employees on leave to ensure leaves and leave extensions are promptly reported and leave provisions are not exceeded.
- Provides information to employees and management regarding leave options and policy provisions.
- Process, maintain, and respond to information from the Employment Development Department (EDD) regarding unemployment claims.
- Receive and process personnel action request.
- Process data from Department of Justice (DOJ) and Federal Bureau of Investigation depending on applicant type.
- Select applicants who meet job requirements and qualifications to interview with supervisors and managers for final selection for vacancy and long-term assignments.
- Organize and conducts substitute employee orientation and/or training. Ensures candidates complete orientation requirements.
- Prepare, index, scan, and check for quality control of personnel documents into the paperless on-line document system for retention of records.
- Research and analyze data in updating of personnel policies and procedures.

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- Prepare, distribute, receive, record, and maintain files of job applications and other information, screen for completeness and forward appropriate information for review.
- Coordinates with immediate supervisor in the development and implementation of HR procedures, standards, regulations, and forms.
- Compose, prepare, maintain, and process a variety of confidential correspondence, records, and reports.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE/ABILITIES

Human Resources office functions, practices, and procedures

Record-keeping techniques

Modern office organization and procedures

Rules and regulations of fingerprinting.

Applicable federal and state laws regarding leaves

Unemployment rules and regulations

Research techniques

Methods of analyzing information

Operation of a computer terminal

Maintain the security of confidential materials

Perform Math calculations

Read and understand technical information

Exercise sound judgement in interpreting and applying existing laws, policies, procedures, rules and regulations

Apply Human Resources rules and related procedures

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and three (3) years of responsible general office experience.

College-level courses and Human Resources related experience may substitute for each other on a year-for-year basis, for a maximum of two (2) years.

LICENSES AND OTHER REQUIREMENTS

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard

Hear and speak to exchange information in person and on the telephone

Sit or stand

See to read a variety of materials

Bend at the waist, kneel or crouch to file materials

Reach overhead, above the shoulders and horizontally

Lift, carry, push or pull objects weighing up to 10 pounds