



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Senior Human Resources Technician</b>	REPORTS TO:	<b>As assigned</b>
DEPARTMENT/SCHOOL:	<b>Human Resources Department</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>9/12/2018 10/4/2018</b>	SALARY GRADE:	<b>Schedule: 56 Range: 54</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of specialized and technical duties in support of classified and/or certificated human resources operations. Provide information and assistance to classified and certificated employees, job applicants and the general public regarding a myriad of personnel functions. Assist in recruitment, screening and processing of new personnel; prepare and maintain a variety of manual and automated personnel files, records and reports.

**REPRESENTATIVE DUTIES - Distinguishing Characteristics:**

The Senior Human Resources Technician classification provides lead direction, training and guidance to other Human Resources staff. They are the technical expert in Human Resources areas that include but not limited to; Leaves (Vacation, Sick, Extended Sick, FMLA, etc), Onboarding, Personnel Requisition/Action processing, Recruitment/Testing, Staffing, Reemployment.

The Human Resources Technician is the journeyman level classification providing a variety of Human Resources services to classified and certificated employees, applicants and the general public.

The Human Resources Technician working for the Personnel Commission performs a variety of duties that include but are not limited to; Merit System recruitment, testing, staffing, reemployment, meeting agenda's and Brown Act compliance.

**ESSENTIAL DUTIES:**

- Provide direction and guidance to Human Resources staff.
- Processes leave requests from all sources; track classified and certificated employee leave status; monitor and notify district management when a classified and certificated employee's leave status changes.
- Coordinate the type(s) of leave classified and certificated employees are assigned; ensure simultaneous designations are apportioned in accordance with requisite laws, statutes, regulations and policies.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as an informational resource for classified and certificated employees regarding all types and forms of available leaves.
- Process disability and paid family leave claim forms; respond to inquiries from State of California examiners.
- Input and track classified and certificated employee information in designated database/system; identify leave status; monitor leave dates; notify site supervisors of changes regarding duration of classified and certificated employees' leave of absence; process and file absence certificates; enter and monitor accrual of sick leave, personal leave, vacation and personal necessity leaves according to established time lines and guidelines.
- Perform a variety of technical duties in support of classified and/or certificated human resources operations and activities; resolve personnel-related issues with discretion and sensitivity.
- Perform onboarding and provide guidance in onboarding the multiple employee categories including but not limited to: permanent classified, limited term classified substitutes, unclassified paid coaches, unclassified volunteer coaches, unclassified noon duty supervisors, adult school student worker and minor aged student workers.
- Serve as an informational resource to classified and certificated employees, job applicants and the general public; respond to inquiries and provide information regarding personnel functions, policies and procedures; provide employment verifications; receive and respond to telephone calls and e-mails as appropriate.
- Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with classified and certificated employee information, position control number, job location, job assignment, payroll information, sick and vacation leaves, and other related information; prepare documents for Board approval.
- Provide information to new classified and certificated employees regarding vacation days, sick leave days, TB clearance, benefits and District rules and regulations; determine proper salary placement; monitor classified and certificated employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility.
- Input a variety of classified and certificated employee information and other personnel data into assigned computer system; maintain automated classified and certificated employee records and files; generate a variety of computerized lists and reports; ensure accuracy of input and output data.
- Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets; assure compliance with State and federal rules and regulations.

**ESSENTIAL DUTIES: (continued)**

- Organize and coordinate screening, testing, scoring and data collection; process classified and/or certificated applicants according to established Education Code, Merit Rules and human resources procedures; perform compliance tracking and reporting of classified provisional and limited-term vacancies; report discrepancies and compliance tracking discrepancies to designated administrator.
- Participate in the recruitment, screening, testing and processing of new personnel according to established procedures; including researching, creating, proctoring and scoring examinations; collect and process various employment forms and applications; arrange interview panels and testing activities; arrange and follow-up for clearance on fingerprints; forward new classified and certificated employee information to appropriate departments.
- Prepare agenda's for public meetings and be knowledgeable in Brown Act compliance.
- Utilize the computer and web-based substitute system when necessary; assist with locating and arranging for Limited Term substitutes or provisional classified and certificated employees to cover classified and certificated employee absences or short term needs; assist District staff with securing substitute, limited term or provisional employees.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested.
- Perform variety of clerical duties related to assigned activities such as answering phones, greeting visitors and duplicating materials as assigned.
- Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

*The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Education and Experience:** Any combination equivalent to:

- Graduation from high school supplemented by 48 units of college level course work or an Associate's Degree. Bachelor's degree in Human Resources, Business, Public Policy or a related field degree desired.
- Five (5) years' experience in human resources with two (2) years specialized experience in any or all of the following areas; Leaves, Onboarding, FLSA Compliance. Two (2) years' experience working in school district Human Resources or Business Services required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and vehicle insurability to comply with District requirements.

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

**KNOWLEDGE OF:**

- Applicable laws, codes, regulations, policies and procedures related to assigned human resources activities
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Data entry and retrieval techniques
- District contracts and bargaining units
- Human resources office functions, practices and procedures
- Interpersonal skills using tact, patience and professionalism
- Mathematical computations
- Modern office procedures and record-keeping techniques
- Operation of a computer and assigned software
- Operations, policies and objectives relating to human resources activities
- Oral and written communication skills
- Practices and procedures related to classified and/or certificated personnel
- Record-keeping and report preparation techniques
- Technical aspects of field of specialty
- Telephone techniques and etiquette

**ABILITY TO:**

- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Distribute, screen and process employment applications and other personnel-related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software
- Participate in the recruitment, screening and processing of new personnel
- Perform a variety of technical duties in support of human resources operations and activities
- Prepare and maintain a variety of manual and automated personnel files, records and reports
- Prepare announcements for job openings and place advertisements
- Provide information and assistance to classified and certificated employees, job applicants and the general public regarding personnel functions, policies and procedures
- Understand and follow oral and written instructions

**WORKING CONDITIONS:****ENVIRONMENT:**

- District Office environment
- Interactions with dissatisfied, hostile and irate individuals
- Subject to demanding time lines and constant interruptions

**PHYSICAL ABILITIES:**

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose a variety of written or digital materials

- Sitting or standing for extended periods of time

**HAZARDS:**

- Contact with dissatisfied or abusive individuals.
- Extended viewing of computer monitor.
- Sitting for an extended period of time.