

HUMAN RESOURCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves managing and coordinating all personnel functions at a paraprofessional level, including recruitment, grievances, retention/layoff documents, employee leaves, attendance and benefit time, compensation and benefit services, personnel files, report preparation and certification. This incumbent is also responsible for acting as the liaison between the district, Civil Service Administration, and New York State Education Departments. This position differs from that of the Human Resource Clerk as it is more complex in functions and requires application and knowledge of civil service and human resource laws, rules, regulations, policies and procedures. The work is performed under the general supervision of a higher level human resource administrator or manager in accordance with established policies and procedures. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Recruits for unclassified and classified staff according to union contracts, state education regulations, and civil service requirements; Reviews all applications for job appropriateness, sends follow up correspondence when necessary, and sends applications on to appropriate department for consideration; Responds to all inquiries from the general public and other agencies regarding job opportunities; Responds to questions from staff regarding a variety of personnel issues; Coordinates activities with payroll and benefits clerk regarding new hires or changes which effect payroll status of regular employees; Reviews all recommendations for employment in regard to salary, classification, benefits and tenure status; Develops schedule of staff appointments for inclusion at School Board meetings; Assures all staff are appropriately certified in accordance with Education law, Civil Service law and Human Resource rules and regulations and informs the supervisor on certification matters ; Maintains accurate and up-to-date personnel records including, evaluations, probationary periods, and current status on all employees, both active and inactive; Processes personnel transactions, such as, appointments, leaves of absence, resignations or retirements, seniority listings and tenure status reports, and preferred lists; Prepares department documentation, such as, statistical reports, vacancy reports, EEO status reports, and accident/injury reports; Assists the Human Resource Administrator or Manager with grievance and negotiation procedures; Verifies and Oversees attendance and benefit time records; Prepares reports regarding staff for administration upon request; Plans, implements, and maintains a program of orientation for new employees; Prepares and reviews personnel procedures and employee handbook to ensure compliance with negotiated union contracts and federal/state regulations including Equal Employment Opportunity, Affirmative Action, Family and Medical Leave Act and Americans with Disabilities Act; Acts as the liaison between the district, Civil Service Administration, and New York State Education Departments. Assists with training new clerical staff when necessary; Advises employees of leave of absence procedures including sick leave banks and the administration of the Family and Medical Leave Act policy; May perform other tasks as instructed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern human resource management practices; Good knowledge of human resource laws, practices, procedures, and regulations related to school district administration; Good knowledge of the principles of public personnel administration; Working knowledge of negotiated labor agreements; Working knowledge of New York State Civil Service Law and the requirements of certification by the New York State Department of Education; Ability to establish and maintain effective working relationships; Ability to read and comprehend complex written material; Ability to write effectively and to speak competently; Computer proficiency; Initiative; Resourcefulness; Accuracy; Highly organized with strong attention to detail; and Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Management or Administration, Social Science, English, Human Resources or related field and one (1) year personnel/human resource experience, which shall include the supervision of others, OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Public or Business Management or Administration, Social Science, English, Human Resources or related field and three (3) year personnel/human resource experience, which shall include the supervision of others, OR
- C. Graduation from High School or GED and five (5) years of experience personnel/human resource experience, which shall include the supervision of others, OR
- D. An equivalent combination of training and experience as indicated in (A), (B) or (C).

Adopted: 1/30/19

Revised 1/25/21