

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASSIFIED HUMAN RESOURCES TECHNICIAN

Basic Function

Under the direction of the Director of Classified Human Resources or designee, perform a variety of complex and responsible technical and clerical functions related to classified personnel procedures. This position requires taking initiative, maintaining confidentiality, and using independent judgment and discretion involving frequent employee and public contacts. This position requires well-developed knowledge of the Merit System rules and procedures and applicable laws relating to personnel.

Essential Duties and Responsibilities

- Provides a variety of information and assistance to applicants, the public, and employees of the Office with regard to classified personnel procedures, job opportunities, employment requirements and examinations.
- Prepares job announcements and advertisements. Distributes job announcements, examination notices and eligibility notifications.
- Implements recruitment activity. Establishes regular examination dates for continuous recruitment classifications. Schedules and administers written, performance, and oral examinations. Scores examinations, processes result notifications, and maintains availability and interest lists for eligibles. Establishes eligibility lists. Works closely with applicants, eligibles and managers as vacancies occur.
- Schedules, administers and scores proficiency examinations. Maintains proficiency examination data and processes result notifications.
- Prepares and processes new employee records and files. Schedules orientations, medical appointments, vaccinations and fingerprint clearances. Maintains and checks for accuracy of employee calendars.
- Prepares and distributes workers' compensation report forms and related documents. Processes claim forms and reports as required. Checks and verifies workers' compensation information. Communicates with other departments regarding employee worker's compensation status.
- Advertises for substitutes. Processes substitute employment requirements. Maintains substitute files, records and rosters. Submits lists of qualifying substitutes to departments or forwards copies of applications to appropriate programs.
- Assists with the auditing, verifying and processing of purchase orders for payment of medical appointments, verification of freedom from tuberculosis, and vaccinations. Maintains records and reports pertaining to these requirements.
- Prepares, types, updates, monitors and maintains a variety of reports, records, documents and files according to approved procedures. Verifies information as necessary to assure completeness and accuracy. Proofreads and edits documents and reports as assigned.
- Performs other essential job-related duties as assigned.

Qualifications

▪ **Knowledge and Skills**

The position requires working knowledge of the principles and practices of public personnel including recruitment, selection, and examination. Requires working knowledge of the Merit System and laws relating to personnel. Requires knowledge of modern office practices, procedures and equipment, including computers and software applications. Requires knowledge of record keeping and data compilation methods and techniques. Requires correct English usage, grammar, spelling, punctuation and vocabulary. Requires well-developed oral and written communication skills, telephone techniques and etiquette. Requires well-developed interpersonal relations skills using tact, patience and courtesy.

▪ **Abilities**

Requires the ability to perform varied and complex technical and clerical work with speed and accuracy. Requires the ability to quickly acquire technical knowledge of the Merit System and laws relating to personnel. Requires the ability to collect, organize and maintain a variety of information in both paper and database format. Requires the ability to understand and follow oral and written directions. Requires well-developed keyboarding skills. Requires the ability to input, manipulate and format text and data using word processing, spreadsheets and software programs. Requires the ability to plan and organize work, meeting established schedules and timelines. Requires the ability to maintain complex records and files and to prepare reports. Requires the ability to make arithmetic calculations quickly and accurately. Requires the ability to operate office equipment, including computers, calculators, and copy machines. Requires the ability to work confidentially with discretion and to establish and maintain effective working relationships with others and the public.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature. Requires the ability to sit at a workstation for extended periods of time. Requires near visual acuity to read written materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversations and to hear sound prompts from equipment. Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device. Requires the ability to retrieve work materials.

Education and Experience

Graduation from high school and three years of increasingly responsible technical clerical experience or supplemental college coursework in Human Resources or a related field. One year working in a human resources office or related field is preferred.

Licenses and Certificates

Valid driver's license.

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

APPROVED BY PERSONNEL COMMISSION:

February 26, 1987

REVISED BY PERSONNEL COMMISSION:

June 29, 1995

February 25, 1999

Classified Human Resources Technician

January 24, 2002
September 19, 2012