



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician I – Human Resources** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS35H**
 Prepared/Revised Date: **August 6, 2015** Job Code: **50603**

SUMMARY: Responsible for providing a high level of customer service to employees and applicants of Poudre School District. Accept, review and process new employee paperwork; conduct new employee background checks, including completing fingerprints through the Colorado Bureau of Investigation (CBI), and providing data entry for the Human Resources (HR) department. Respond to questions regarding the application, hiring process, and employee onboarding process. Receive and process all HR department correspondence including mail, new employee paperwork, contracts and confidential hiring documents. Provide technical and clerical support for Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Greet and assist employees and applicants, answer phones, take messages, direct callers, and respond to questions regarding the application, hiring process, and employee onboarding process. Respond to other general HR and Payroll questions.	D	25%
2. Receive, intake, review, sort, and process new employee paperwork. Verify accuracy, completeness and compliance.	D	20%
3. Conduct and review background checks on new employees. Take new employee fingerprints and submit to CBI. Act as primary contact for fingerprinting and identification badge process.	D	5%
4. Assist in the screening and hiring process for classified positions. Review applicant files, screen applications, and provide general hiring assistance for classified positions.	D	5%
5. Perform general clerical duties such as sorting and distributing mail, filing, ordering supplies, calendar maintenance and scheduling, and general administrative support.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Perform data entry into Human Resources Information System (HRIS), other HR related systems and some Risk Management systems.	W	10%
8. Manage the job closing process for all job postings; gather confidential hiring and screening documents, ensure required paperwork is complete, and send materials to records for holding.	W	10%
9. Maintain, organize and store HR records including confidential screening records, hiring documents and I-9 records. Organize and conduct annual I-9 purge.	W	5%
10. Complete requests for employment verifications.	W	2%
11. Assist employees with requests for information including employee personnel file review.	W	2%
12. Maintain HR's web pages, upload documents and attachments, update important information and suggest changes for a more user friendly, accessible, and customer service oriented website. Manage the department's social media accounts such as Twitter and Facebook.	M	5%
13. Work on special projects as needed.	Q	3%
14. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, plus post-secondary courses in Human Resources Management, Business Management, or related field
- More than two years and up to and including three years of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Notary Public (maybe obtained upon hire)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Data entry and computer processing skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to be detail oriented and extremely organized
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X



VISION DEMANDS:	Required
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	