



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician II (HR-Contracts)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS45H**
 Prepared/Revised Date: **May 17, 2018** Job Code: **50605**

SUMMARY: Responsible for providing support to administrators, applicants, and employees with licensed and extra duty/athletic contracts, classification and salary placement, and District policies and procedures.

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. Maintain record of all coaches and extra duty sponsors in the district including background information and salary step; maintain position control for extra duty sponsors; and generate contracts for athletic coaches and extra duty sponsors if required. Track district volunteer coaches and verify compliance with District policies.	D	20%
2. Provide support for on-line application system; post athletic and extra duty positions and provide back-up for other postings; and maintain and process licensed hiring folders, ensuring all required information has been completed.	D	5%
3. Provide interpretations and general information, legal requirement information, and policy and procedure information to principals, office managers, employees, and applicants regarding Human Resources issues.	D	5%
4. Provide backup hiring approval for athletic coaches and Child Nutrition, Custodial, and Transportation Departments.	D	1%
5. Attend work and arrive in a timely manner.	D	1%
6. Create bi-weekly Board of Education agenda by gathering personnel action information from HR and Benefits documents.	W	5%
7. Generate monthly notice of assignments for licensed employees; analyze salary classification year-by-year for employee salary step inquiries; and compose employment verification/salary letters for new licensed employees.	W/M	5%
8. Participate in presenting HR topics to Office Managers at monthly meetings.	M	1%
9. Manage contract process for licensed employees; receive, process, and route licensed employee reports; calculate and set initial salaries and any changes by analyzing previous experience based on policy; verify probationary employee's eligibility for contract status movement based on Colorado state laws; collect and review education and experience documents for salary placement; and create contracts. Maintain databases for currently licensed employees and ensure integrity of data; input contract, assignment, education, experience and credential information for new employees; input induction completion information received from mentoring program.	A	40%



10. Input data and maintain records for spring action information, licensure, years of service, and contract status; research, analyze and interpret data for detection of discrepancies within reports; prepare spreadsheets and documents for spring action site compensation plan meetings; collect documents and compile information from sites and HR reports; report information to Directors of HR; and prepare and track licensed non-renewal letters.	A	10%
11. Oversee process to ensure contract documentation and hiring information is categorized correctly and organized to send to Records Department for processing into employee personnel files.	A	2%
12. Assist Human Resources Department with various off-season projects and perform other duties as assigned.	Ongoing	5%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in related field
- More than three years and up to and including five years of experience in Human Resources or related field

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- 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, Outlook, Business Plus, and 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	
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)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

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