

**BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION**

Job Title: **Technician, Human Resources LOA**
 Pay Program: **Classified Staff / Office Professional**
 Reports to: **Human Resources Directors**
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**
 Pay Range: **Unit D; Grade 5**
 Work Year: **12 months**
261 days

SUMMARY: Responsible for the coordination of employee leave of absences, including FMLA (Family Medical Leave Act), sick bank, and extended sick leave. Coordinate and manage all administrator openings from the posting to the hiring of the new administrator. Support two Human Resource Directors along with promoting good community relations among various community and school clientele.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Inform employees of their entitlement to leave of absence, FMLA, Sick Leave Bank and Extended sick leave options. Provides guidance to employees on the procedures and requirements in applying for the leave of absence. Track all approved leave of absences, ensure that all proper documentation has been included and completed. Inform supervisors of the employees' return to work and any changes there after.	D	50%
2. Assist in various calls from principals, employees and various other administrators concerning pay, leave days, employee issues, negotiated agreement issues and questions.	D	12%
3. Responsible for providing support to two human resources directors in a variety of functions, including coordinate and manage calendars, schedule appointments, and many related materials and document that deal with matters of a highly confidential or sensitive nature.	D	10%
4. Assist with the Office Professional In-service trainings.	D	1%
5. Coordinate within human resources office and the superintendent's office new administrative hiring, including advertising, posting, scheduling, coordinating the day of interviews, and offer letter.	M	25%
6. Perform other duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent and a year of additional education or equivalent training required
- More than four years of experience in general office occupations and computer experience or more than 3 years of experience in human resources environment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced oral and written communication skills.
- Intermediate English language skills.
- Advanced interpersonal relations skills.
- Advanced math and accounting skills.
- Advanced personal computer, keyboarding, and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities, take initiative and work independently.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

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- Knowledge of FLMA.
- Basic Bilingual skills (English/Spanish) preferred.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, and fax machines, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Director	103

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

- This position acts as a technical resource for the district by assisting employees with Leave of Absence questions and hiring of Administrative staff, creates various forms and reports.

SAFETY TO SELF AND OTHERS

Step stool is recommended.

Wrist rest for computer key board and mouse is required.

Ergonomic chair for desk and computer use is recommended.

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 DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to copy, coordinate, compile and negotiate. Occasionally required to compare, analyze, instruct, compute, and evaluate.