

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

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

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

SUMMARY: Hire all licensed and classified employees. Distribute and post all vacancies, offer employment, and follow up on all payroll forms, fingerprint cards and licensures, and input employee information into Lawson system. Compile and prepare Board Personnel Items.

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. Create and distribute vacancy announcements. Maintain vacancy information on the website.	D	15%
2. Convey and verify employment offers, including reference checks, fingerprints, background checks, licensures and transcripts for accuracy and completeness. Track new hire paperwork.	D	15%
3. Provide significant telephone and email support for applicants, new hires, current employees and administrators based on policies, procedures and negotiated agreements. Refer questions and requests to appropriate personnel if necessary.	D	15%
4. Enter new, rehired and transferring employee information into current software program.	D	15%
5. Assist applicants, principals, administrators and other district staff with online recruiting software. Maintain applicant job tracking system, including in district transfers.	D	10%
6. Calculate based on existing guidelines and documentation provided previous experience credit, salary and pay steps for classified employees to determine pay rates.	D	3%
7. Maintain and track licensure status for all employees. Work with the Director in notifying employee and supervisor of any licensure issues. Process and collaborate with outside agencies on Alternative Licensures.	W	7%
8. Conduct criminal background checks on all new hires.	W	5%
9. Work with IT department to update and revise current software program.	W	5%
10. Query current software to create vacancy report for Executive Director. Create other reports as requested.	W	3%
11. Receive, verify and process Licensed Job Share Agreements.	Semi-A	5%
12. 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.

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- 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.
- 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.
- Operating knowledge of on-line recruiting software preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Human Resources	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 applicants, administrators, and other district staff with online recruiting software and the hiring of all positions.

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.