

Job Title: Human Resources Technician
(Benefits & Leave Management)

Department: Human Resources

Reports To: Executive Director, Human Resources

FLSA Status: Non Exempt

Salary Schedule: SC lane 09



SUMMARY

Provides clerical support to the Benefits Specialist and the Human Resources Department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Acts as liaison with Kelly Services for substitute support utilization and billing.

Coordinates ESS accounts with payroll, accounting, and professional development weekly to ensure employee leave is paid accurately.

Provides timely statistical and activity reports on substitute utilization.

Manages employee leave utilization, compliance, and leave hours with updates in timekeeping software.

Communicates with employees leave of absence options and coordinates with the Payroll Department for employee paid/unpaid time off.

Maintains monthly reports of employee leave cases.

Audits ACA hours for part-time employees and coordinates with supervisors any overages on the look back period to ensure insurance compliance.

Coordinates appropriate short term disability documentation for vendors.

Works with URS representatives for verification of terminations, salary inquiries, leave notifications, and deferral reports.

Manages URS eligible and ineligible employees, separations and re-employment of retired employees documentation forms and data entry in URS system and Business Plus.

Assists in administration and communication of benefit options with employees.

Reports and tracks employee New Hire Orientation attendance. Assists and instructs New Hire Orientation class.

Assists with inquiries regarding online training of benefits and retirement.

Files all correspondence in employee Personnel Files for Human Resources Dept.

Audits employee medical files.

Assists HR staff with special projects as assigned and provides backup support when needed.

Answers telephone to provide information, take messages, or transfer calls.

Screens incoming calls and correspondence and responds independently when possible.

Prepares outgoing mail and correspondence, including e-mail and faxes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to use Microsoft Office software. The ability to use and manipulate data tables in Microsoft Excel.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here 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.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The

employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: HR Position Management Specialist		Date: 8/19/2005	
Approved By: Executive Director, Human Resources		Date: 8/19/2005	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 11/1/2010
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 1/21/2016
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	