



**Job Title:** Human Resources Technician  
(Licensing Compliance)  
**Department:** Human Resources  
**Reports To:** Assistant Director, Human Resources  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 10

### **SUMMARY**

The HR Technician provides clerical support to the Human Resources Department. Responsibilities include, but are not limited to, assisting in ensuring compliance with Utah licensure compliance and internship placements.

***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.***

Assists in generating, delivering, and responding to correspondence for certification compliance.

Organizes and maintains the educator licensing compliance filing system and spreadsheet.

Reviews USBE licensing and endorsement applications for completion to be approved and submitted to USBE for final approval.

Reviews and approves the qualification requirements of selected applicants and assigned licensed personnel to ensure they meet all state and federal license and endorsement requirements.

Generates and maintains program plans for educators in alternative license & endorsement programs.

Requests annual progress information from educators in alternative license & endorsement programs and updates plans.

Updates state data files to include CACTUS.

Tracks annual educator license renewals.

Assists with ensuring DOPL and other classified licensing compliance.

Manages the placement of administrative internships.

Assists in generating and maintaining reports requested by other departments.

Compiles data from personnel records and prepares reports.

Processes all terminations in the HR system and CACTUS when applicable.

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

Screens incoming calls and correspondence and responds independently when possible.

Greets scheduled visitors and directs to the appropriate area or person.

Organizes and maintains file systems, and files correspondence and other records.

Acts as custodian of documents and records.

### **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 and Google Drive software elements. The ability to use and manipulate data tables in Microsoft Excel and Google Sheets.

Knowledge of Utah State Board of Education licensing and endorsement requirements preferred.

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 or equivalent; 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: <b>HR Position Management Specialist</b>		Date: <b>9/29/2009</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>9/30/2009</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>
		Date: <b>11/30/2010</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>
		Date: <b>6/16/2014</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>
		Date: <b>1/21/2016</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
		Date: <b>04/30/2018</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
		Date: <b>06/04/2019</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
		Date: <b>04/15/2021</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
		Date: <b>05/09/2023</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
		Date: <b>12/09/2024</b>
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>
		Date: <b>2/27/2025</b>

**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:	