

Job Title: Human Resources Technician
(Risk Management, Coaching, & Emergency Preparedness)

Department: Human Resources

Reports To: HR Risk Management & Training Coordinator

FLSA Status: Non Exempt

Salary Schedule: SC lane 09



SUMMARY

The Human Resources Technician provides clerical support to the Human Resources Risk Management Coordinator and the Human Resources Department. Responsibilities include, but not limited to, varied office clerical tasks, contact with school district staff as well as outside agencies, and exercising considerable independence and judgment in performing their tasks.

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.

Schedules and books First-Aid/CPR courses.

Liaises with First-Aid/CPR Instructor regarding requisite supplies.

Accepts and deposits funds for First Aid/CPR courses. Maintains record of financial transactions.

Accurately inputs and updates data in the Human Resources and Payroll Information Systems.

Follows up on outstanding certifications with school Athletic Directors and Coaches.

Maintains detailed spreadsheet of athletic coaches including longevity data, code of conduct training, and UHSAA mandated certifications.

Reviews and processes voucher requests forms. Processes onboarding paperwork for coaching personnel. Reviews and audits documents for accuracy.

Executes job postings and offers positions to coaching personnel selected by Athletic Directors.

Updates personnel files to document actions and to provide information for payroll and other uses. Files applicable information according to the personnel filing system.

Maintains workers compensation information in hard copy and digital format.

Issues and collects relevant worker's compensation forms.

Assists with monthly emergency preparedness meetings by doing the following:

- Scheduling conference room for meetings
- Distributing invitations to meetings to community and district participants
- Taking minutes at meetings
- Providing copies of agenda and previous meeting minutes

Runs SafeSchools reports to establish delinquency.

Assists with monthly Student Transportation Safety meetings by doing the following:

- Scheduling conference room for meetings
- Distributing invitations to meetings to community and district participants
- Taking minutes at meetings
- Providing copies of agenda and previous meeting minutes
- Helps to train administrative personnel on the SNAP system

Assists with student injuries by doing the following:

- Training administrative personnel on the SIRS system
- Taking phone calls regarding student injuries

Assists with School Safety & Security Specialists by doing the following::

- Fields questions from School Safety & Security Specialists regarding training
- Attends meetings with School Safety & Security Specialists and Risk Manager
- Taking minutes at meetings

Audits monthly school safety drills

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 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 from 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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

Prepared By: HR Position Management Specialist		Date: 12/01/2008
Approved By: Executive Director, Human Resources		Date: 12/1/2008
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	Date: 09/30/2009
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	Date: 01/16/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	Date: 12/03/2015
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Risk Management & Training Coordinator
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	Date: 04/18/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Risk Management & Training Coordinator
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	Date: 04/13/2021
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Risk Management & Training Coordinator
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	Date: 05/02/2024

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:	