



JOB DESCRIPTION

JOB TITLE: **Systems Technician (Human Resources)**

Position Type: Classified	Department: Human Resources
Salary Schedule: Classified	Reports to: Manager of Human Resources
Salary Range: 30	
Term of Employment: 12 months	Date: August 1, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Manages position control systems and staffing procedures. Researches and generates reports from all systems, measurements to determine value, effectiveness, and decisions of District and Human Resource strategies. Participates in recruitment activities, and interacts and trains staff in regards to HR functions and systems. Requires an advanced skill and knowledge in Microsoft Excel, iVisions, Frontline Professional Growth and Absence Management, WinOcular, and system management (e.g. human resources information systems).

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.

ESSENTIAL FUNCTIONS:

- Acts as an employee advocate to ensure fair and equitable treatment of all district employees.
- Confers with supervisor presenting and resolving problems or questions, discussing plans or actions to be taken, making decisions.
- Carries out departmental tasks, which require implementation of functions within the department including contact with employees, applicants, and the general public.
- Provides and receives information requiring judgment or discretion regarding human resource issues.
- Assists with developing and maintaining a tracking system for verifying all district staffing allotments. (Position Control- in IVEE)
- Maintains manual and computerized personnel system for all district employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment.
- Maintains, Smartforms, and HR Management System.
- Assists with annual orientation documents for new hires.

- Assists with the annual employee videos and documents process.
- Maintains updates and troubleshoots the Frontline Professional Growth/Stronge System.
- Maintains, updates and troubleshoots the iVisions system (i.e., job descriptions and cleanup after rollover).
- Prepares and submits yearly SDER report to ADE, or additional required federal and state reports with applicable agencies and communicates regarding needs and issues.
- Maintains and enhances the HR Management System.
- Participates with the research and implementation of new programs, systems, and processes initiated by the Human Resources Department.
- Creates effective efficiencies between all HR and Payroll systems.
- Attends meetings and seminars to remain current on Human Resources metrics, systems, required reports, etc.
- Addresses special report requests as needed.
- Creates and maintains yearly reports in all systems.
- Provides training on creating and running reports needed on a consistent basis.
- Provides mentoring and system training to all members of the Human Resource staff
- Processes paperwork required for hiring new employees and in-district employee reassignments, transfers for assigned program or school.
- Acts as a liaison with IS&T and software vendors.
- Prepares, generates and issues all employees initial contracts.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.

- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Six to twelve months related experience and/or training.
- One year of Human Resource experience required.
- One-year certificate from college or technical school.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.