

YUBA COUNTY OFFICE OF EDUCATION
Confidential Job Description

HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL

DEFINITION

Under general supervision of Director of Human Resources, the Human Resources Assistant performs various technical and clerical functions within the Human Resources Department. This person is responsible for the attendance accounting for all county operated programs, payroll set up for all employees, new employee orientation and other duties as assigned.

DUTIES AND RESPONSIBILITIES

Prepares staff attendance reports for county operated programs and verifies accuracy of reports. Establishes and implements procedures for compliance with State and Federal laws. Interprets laws, policies, procedures, rules and regulations related to various state and federal guidelines, e.g. FMLA, CRFA, disability, maternity, difference pay, worker's compensation, etc. Primary responsibility includes the structure and set-up personnel information for all new employees into computer system for payroll. Prepares annual updates and rollover procedures for system each year. Personally meets with each new employee of YCOE for formal orientation. Reviews all policies and procedures, explains all required documents and assures completeness of all forms. Has complete knowledge of all health insurance information and explains all plans to new employees. Schedules all employment interviews and follow-up letters. Orders office, postage and various supplies for the County Office. Maintains health records such as TB and Hep B. Schedules annual flu shots for county employees. *Collects salary and benefit information and provide necessary input for negotiations.* Maintains files *including grievances* and is first back up to the receptionist.

MINIMUM QUALIFICATIONS

Education and Experience

Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. Experience in a county or district office preferred with attendance experience is desirable.

Knowledge

County office of education organization policies, rules and regulations. Modern office methods and procedures. English usage, spelling, grammar and basic computer functions including data entry/retrieval and word processing.

Skills and Ability

Operate modern office equipment including computer, copier, typewriter and calculator; communicate effectively both in oral and written form; perform responsible secretarial and clerical work with accuracy, speed and minimal supervision; read interpret and apply pertinent federal, state and local laws and Education Codes including administrative and department policies and procedures; plan and organize work to meet schedules and deadlines; establish and maintain cooperative working relationships with those contacted during the course of work.

Physical Ability

Sufficient hand/eye coordination and manual dexterity to operate a personal computer keyboard at a moderate rate of (50 wpm); sufficient visual acuity to recognize words, letters and numbers.

Licenses and Certificates

Valid California driver's license.