

# River Oak Charter School

## Job Description

**Title:** Human Resources Technician

**Reports to:** Administrator

### **Job Goals:**

- Provide meaningful and measurable support to the School in varying capacities.
- Audit of current HR system and personnel files
- The ability to identify needs and potential risks
- Adherence to applicable laws
- Compliance with state and federal programs
- Assisting with the develop and implement of solutions

### **Qualifications:**

- Must be able to work in a dynamic, fast paced environment
- Must clear all state mandated background checks required by the school and the state
- Knowledge of major health benefit programs including but not limited to Blue Shield
- Knowledge of retirement systems including but not limited to STRS, PERS, and 403 (b) plans
- Must have a proven track record working successfully with teachers, students and parents.
- Must be a proven team player
- Must have a proven track record getting information from other schools and organizations
- Must be familiar with Microsoft Office, QSS, and other programs and a proven track record to learn new software and hardware programs.
- Must be able to analyze and create procedures to optimize office operations
- Must be flexible with system implementation
- PHYSICAL CHARACTERISTICS
  - Exceptional communication skills
  - The School is committed to a policy of equal treatment for all individuals applying for employment at our school. The School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

### **Needs Knowledge of:**

- Policies, procedures and regulations related to assigned duties
- Modern office practices, procedures, and equipment
- Computerized record systems
- Principles and practices of data management
- Word-processing, spreadsheet, email and database software
- Proper English usage, grammar, spelling, punctuation, vocabulary
- Basic math
- Interpersonal skills using tact, patience, and courtesy
- Effective verbal and written communication skills
- Telephone techniques and etiquette

### **Duties and Responsibilities:**

Under the direction and supervision of the Administrator and/or Business Manager, the Human Resources Technician:

- Develops, recommends, and administers human resources policies and procedures to guide all phases of human resources administration;
- Plans, develops and implements human resource programs as required
- Responds to employee and management questions and needs by way of phone, email and meetings
- Serves as internal consultant to management personnel issues that affect performance and business relationships
- Provides recommendations for programs, policies, practices and processes associated with the school
- Ensures that all personnel practices are in compliance with state and federal laws and regulations and Board policy
- Analyzes data from reports to determine future programs, tools, and process changes
- Completes other projects as requested by the Administrator

### **In addition this person will be able to:**

- Work with confidentiality and discretion
- Work independently
- Coordinate and provide complex and specialized duties
- Research and analyze information
- Learn, interpret, apply, and explain related laws, policies, procedures, rules, and regulations
- Train and provide direction to others
- Help develop policies, procedures and guidelines
- Assist with the audit of sick leave and other records
- Assist with employee leaves
- Assist with maintenance of personnel files
- Assist with collective bargaining information
- Deal effectively with a wide variety of personalities and situations using sound judgment

Approved by Charter Council on February 11, 2016