

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Human Resources

**TITLE:** SENIOR HUMAN RESOURCES TECHNICIAN

- QUALIFICATIONS:**
1. Knowledge of modern office practices and procedures and skill in operation of common office equipment including but not limited to computer and word processing equipment, typewriter, calculator and copiers
  2. Training and experience in specialized clerical work including experience in a human resources operation; experience in office organization and management
  3. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact and good judgment
  4. Ability to maintain the security of sensitive, confidential and privileged information
  5. Ability to interpret and apply applicable human resources policies, procedures, laws, rules and regulations
  6. Ability to follow oral and written directions; ability to use independent judgment and train and directs work of others
  7. Ability to plan and conduct complex clerical operations requiring effective accountability and controls
  8. Ability to develop statistical data and reports
  9. Ability to work flexible schedule
  10. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To assist in the effective administration of the district human resources program by providing clerical and technical support services

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, schedules and performs variety of complex clerical/technical duties related to district human resources programs; types letters, requisitions, reports, employment verifications and miscellaneous documents; files, answer phones, operates office machines
2. Operate and monitor automated substitute employee management system as assigned; assigns substitutes, prepares and maintains related documents and records
3. Prepares application files and related documents for screening and interviewing; assists administrators in coordinating meetings; schedules interviews; conducts reference checks; conducts screening interviews; communicates with applicants
4. Processes human resources transactions and prepares transmittal documents for changes in employee status, transfers, leaves, salary placement, etc.
5. Provides information and assistance to staff and public requiring knowledge of human resources policies, regulations and

guidelines; provides training, direction and guidance for staff as assigned

6. Provides orientation and receives required documentation for new employees including fingerprinting, medical reviews, certification, etc.
7. Checks, prepares, assembles and tabulates materials and information from various sources to produce miscellaneous records and reports as needed
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 22, 261 day work year

**EVALUATION:** Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable