

**FALLBROOK UNION HIGH SCHOOL DISTRICT  
HUMAN RESOURCES / BUSINESS SERVICES TECHNICIAN  
Position Description**

**BASIC FUNCTION:**

Perform complex administrative and technical support in the implementation and administration of Human Resources and Business Services programs and procedures for certificated and classified personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in developing and maintaining employee personnel files including credentials, criminal background, TB, physicals, I-9 documentation, W4 forms, voluntary deductions, and drug clearances.
- Assist in preparing hourly and monthly payrolls for assigned employee groups; enter, confirm, and approve all monthly timesheets for district employees.
- Assist in preparing and distributing job announcements; update job hotlines; process and file recruitment and employment materials received including applications, placement files, resumes and credential updates.
- Maintain and process all Personnel Action Requests, requests for verification of employment, and Notices of Reasonable Assurance in a timely manner.
- Assist in implementing recruitment, selection, hiring, assignment, evaluation, and training processes for all employees.
- Coordinate new hire paperwork and health benefits. Assist in processing new hires, and ensure all required documents are received and properly filed in new hire file. Enter data into HR/Payroll ERP system.
- Coordinate new employee orientation and employee exit procedures. Accountable for COBRA notifications, process for payment all COBRA expenses and record all monies received for COBRA insurance provided.
- Assist in educating and enrolling employees, including retirees, in health benefits; process enrollment forms; serve as a liaison for employees for various insurance carriers. Audit and record all employee, retiree and COBRA enrollment changes on a monthly basis with all insurance carriers. Reconcile payments and payroll deductions for accuracy and resolve all discrepancies.
- Collect and record benefit payments from retirees and employees not having payroll deductions.
- Communicate with a wide variety of staff and public, maintain HR and payroll website information, archive all required permanent records.
- Maintain Position control data.
- Perform other related duties as assigned.

**QUALIFICATIONS:**

**Experience and Education Required:** Training and experience, which clearly demonstrate possession of the knowledge, skills, and abilities, detailed above. A minimum of two years' experience in a school district Human Resources and/or Business office is recommended. Experience must include complex record keeping and a high level of interpersonal contact.

**Knowledge of:** Modern administrative office practices, operations, procedures and equipment; oral and written communication skills; correct written and spoken English; district, state, and federal laws, codes, regulations, policies, and procedures concerning human resources administration; record-keeping techniques; interpersonal skills using tact, patience and courtesy.

**Ability to:** Perform a variety of technical and clerical duties related to district activities and programs for certificated and classified personnel; learn, interpret and apply administrative and departmental policies, laws and rules pertaining to personnel practices, communicate effectively and establish and maintain a working relationship with district personnel and the public in situations requiring tact, diplomacy, and confidentiality; work independently with a minimum of direction; compile and maintain accurate and complex records and reports..

**Physical Requirements:** Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter, computer keyboard, and other office equipment; visual ability to read laws, codes, rules, policies, and other printed matter; ability to occasionally lift and/or move up to 25 pounds.

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

**Supervisor:** Chief Business Officer  
**Work Year:** 12 Months/4 hours per day  
**Salary:** Range 22 on the classified salary schedule  
**Overtime Status:** Non Exempt

*Board Approved: 1-27-2020*