

Newport News Public Schools

Job Description

Job Title: Human Resources Technician (ER)

Position Code: 4N35

Job Classification: Non-Exempt

Supervisor: Employee Relations Coordinator

Pay Grade: 23

Contract Length: 245 Days

Job Summary

Position is responsible for supporting employee relations initiatives, district-wide employee recognition programs, employee incident investigations, performance assessment for support staff, workers compensation, unemployment claims and Americans with Disability Act request.

Essential Duties

1. Assist Employee Relations Coordinator in compiling data and developing responses to employee grievances and EEOC charges.
2. Maintains all documents and provides information to employees on Workers Compensation and Americans with Disability Act.
3. Input and maintain OSHA data for Workers Compensation.
4. Track and input data for performance assessment program for all staff. Responsible for maintaining evaluation system.
5. Completes general correspondence, filing, paperwork and record keeping.
6. Complete unemployment claims request.
7. Assist with event planning of service awards, retirement banquet, student teacher banquet and United Way functions for NNPS.
8. Coordinates and organizes dismissal and termination hearings.
9. Provides data/reports for all areas of Employee Relations.
10. Scan and maintain employee relation documents in file and database.
11. Schedules appointments and meetings as needed.
12. Maintains a high level of confidentiality.
13. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs other duties as assigned by the Coordinator, Employee Relations or appropriate administrators.

Job Specifications

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 accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma or equivalency. Some college coursework preferred. Knowledge and experience of human resource functions is strongly desired. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Must possess a demonstrated record of success in dealing with the public/employees and handling sensitive issues. Must be proficient in Microsoft Word and Excel. Previous MUNIS experience preferred. Must possess the ability to handle a considerable amount of detail and successfully complete multiple, simultaneous tasks in a fast-paced environment. Must possess excellent communication skills necessary to positively interact with visitors, administration and employees. Ability to advance with changing technology as it becomes available.

Working Conditions and Physical Demands

Duties are performed in an office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials.

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resources Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Employee Relations Coordinator or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

Employee Name (Print)

Signature

Date