



## Job Description

**Job Title:** HR Technician – Support Staff

**Supervisor:** Coordinator for Support Services Staffing

**Pay Grade:** 27

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for data entry and data processing in the Human Resources Department, conducting fingerprinting of new employees, submitting information for background checks, issuing ID badges, reporting, and assisting with the division's drug/alcohol testing policy & procedure. Position performs a variety of functions to include data entry, responding to inquiries, answering telephones, greeting visitors, answering inquiries, and providing front desk coverage.

### **Essential Duties**

1. Enter, troubleshoot, and correct personnel actions for all support staff employee types into the Human Resources Information System to include but not limited to new hires, resignations, retirements, terminations, transfers, salary adjustments and supplements.
2. Assist in fingerprinting of new employees and designated volunteers.
3. Submits information for the processing of criminal history checks and background checks for Child Protective Services.
4. Notifies coordinator when background checks are unsatisfactory and contacts state and national law enforcement agencies as necessary.
5. Assist Coordinator of Support Services Staffing and Supervisor of Employment Services with special projects and events.
6. Responds to legal requirements and/or requests regarding file documents.
7. Provides information to employees regarding division's drug / alcohol testing policy to include explaining testing policy, distributing forms to supervisors, receiving test results from lab, and maintaining records and audit trails.
8. Maintains records associated with background checks and testing.
9. Prepares and issues employee ID badges.
10. Provides answers to routine inquiries and general human resources questions.
11. Prepares files and maintains personnel records.
12. Serves as backup for front desk coverage.
13. Provides clerical support to the Coordinator for Support Services Staffing.
14. Provides support to seasonal and student hiring.
15. Supports HR meetings and events to include new employee orientation and exit interviews.
16. Schedules appointments and meetings as needed.
17. Provides support to other staff members.
18. Maintains a high level of confidentiality.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs other duties as assigned by the Coordinator, Supervisor 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 and experience in human resources. Some college coursework in human resource, business or a related field preferred. 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 in an office position. Considerable experience working with computers. Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. 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.

**Supervision Exercised:** None

**Supervision Received:** Coordinator of Support Services Staffing

*This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Human Resources Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Support Services Staffing 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

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

Revised 01/19 CR