



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Department Technician I/II – Human Resources (Substitute Programs and Support Services)** FLSA Status: **Non-Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS35H (I)
SS45H (II)**
 Prepared/Revised Date: **November 15, 2024** Job Code: **50603 (I)
50605 (II)**

SUMMARY: Responsible for providing a high level of customer service to employees and applicants of Poudre School District. Provide technical and clerical support for Human Resources Department, including Support Services, and district Substitute Program. Post job vacancies, manage job closing process for job postings and support the hiring process for district positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Support the district Substitute System to ensure placement of licensed and classified substitutes; hire, onboard, and offboard substitutes, update preferences, answer questions via email/phone from substitutes, office managers and employees regarding the substitute/absence system.	D	50%
2. Assist with all relevant aspects of the Support Services team, including front desk staffing, I-9 processing, fingerprint/background check processing, and support for identification badge process.	D	10%
3. Attend work and arrive in a timely manner.	D	1%
4. Post licensed, classified, and administrative job vacancies in the Talent Ed System. Create hiring folders and provide access in SharePoint for hiring managers and office managers.	W	20%
5. Manage the job closing process for all job postings; gather confidential hiring and screening documents, ensure required paperwork is complete, and send materials to records for holding.	W	10%
6. Work on special projects as needed.	M	3%
7. Support the recruitment and hiring process for relevant district positions.	A	4%
8. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

DEPARTMENT TECHNICIAN I - EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Two years or more experience in administrative office experience or related experience, preferably in Human Resources
- Equivalent combination of education and experience acceptable

DEPARTMENT TECHNICIAN II - EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or higher in Human Resources Management, Business Management, or related field
- Four years or more experience in administrative office experience in Human Resources or K-12 school setting
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills preferred
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Data entry and computer processing skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to be detail oriented and extremely organized
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that 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 to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	