

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Human Resources Data Technician
Job Family:
Department: Human Resources
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: June 12, 2017, rev. 7/1/18

SUMMARY: Responsible for providing executive level, confidential administrative support to the administrator. Support schools and departments by being a resource of information. Coordinate meetings and activities for the administrator. Act as liaison with all levels of district staff and community representatives. Provide information to public regarding departments, school, district policies and procedures.

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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- Assist in the processing of employee paperwork for employees new to the district and employees making a change in their work status with the district.
- Assist with the maintenance of employee personnel files.
- Maintain, monitor and manage an accurate employee database for employees' professional transcripts. Add new students, withdraw students, change schedules and update personal information (parent/guardian, address, phone numbers, emergency contacts, etc.).
- Maintain accurate class lists. Retrieve, compile, download and provide data for reports, both internal and external, such as, but not limited to, course distribution, GP awards, enrollment projections, student funding, transportation needs, enrollment counts, testing, October Count, CDE reports, etc. Responsible for grade and progress reporting by ensuring teachers have properly entered all grades for their students. Oversee the distribution and processing of grade reporting cycles. Ensure report cards and progress cards are printed and mailed at appropriate times
- Receive and assist with the processing of data requests from the Human Resources department.
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- Assist with the development, and the maintenance, of the Human Resources website.

Perform other duties as assigned.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Experience in human resources is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal background check required for hire. Must maintain a current commission to be a notary public in Colorado; commission required within two months of hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills; multilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding 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 tasks/priorities with frequent interruptions.

- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- 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 Office, email/calendar systems, financial software, publishing software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Human Resources

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: none

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			
	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			
	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			
	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		
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WORK ENVIRONMENT:	Amount of			
	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)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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