

**Killeen Independent School District
Job Description**

Job Title: Human Resources Technician
Reports To: Director of Human Resource Operations
FLSA Status: Non-exempt 226 days

SUMMARY:

This position is responsible for supporting and assisting the Human Resource Operations Department with maintaining accurate and precise compensation data entry, HR related reporting, and employment verifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains and assists with compensation related work in compliance with various District policies. This would include stipend data entry, processing graduate reimbursement applications, referral, and other related compensation responsibilities.

Facilitates setting up stipends after position initialization is completed.

Prepares Notice of Assignment letters for distribution to exempt level staff.

Assists with various HR Operations reporting, including but not limited to, class size waiver reporting, vacancy reporting, classroom reimbursement tracking, leveling reports, and allocation reports.

Assists with reviewing incoming service records and validates all claims of creditable work experience in accordance with the commissioner's rules for creditable years of service.

Coordinates to ensure that current and former employees' requests for service records are processed in a timely manner.

Completes work verification forms for current and former employees (not limited to forms for other state certification offices, retirement agencies, and other employers needing to verify work/service experience).

Composes letters for work experience when needed by current and former employees.

Reviews and updates employee data (demographics, education, credentials) in the Human Resources Information System (HRIS).

Processes HR transactions in HRIS to record the years of experience for each type of experience (in district, out of district, qualified teacher aide, career and technical education, etc.).

Performs other duties as may be assigned by the Coordinator for Human Resource Operations, Director of Human Resource Operations or the Chief Human Resources Officer.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

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.

EDUCATION and/or EXPERIENCE:

Must possess a high school diploma or hold a general education degree (GED) certificate. Two years human resources experience or 24 semester hours of college credit preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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.

Revised Date: December 13, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.