

Job Description

Job Title: HR Technician- Instructional Staffing

Supervisor: Supervisor of Employment Services

Pay Grade: 28

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position performs a variety of functions to include data entry, setting up interviews, responding to inquiries, answering telephones, greeting visitors, answering inquiries, printing contracts, scanning personnel paperwork, providing front desk coverage, conducting fingerprinting of new employees, attending recruitment events, submitting information for background checks, and issuing ID badges.

Essential Duties

1. Provides answers to routine inquiries and general human resources questions.
2. Arranges travel and accommodations for business trips for the Employment Team.
3. Enters personnel actions into the Human Resources Information System to include new hires, resignations, retirements, terminations, transfers, salary adjustments and supplements.
4. Prepares the monthly reports related to staffing metrics and employment data.
5. Assists with the planning and implementation of employee retention and recruiting plans.
6. Attends some college and career job fairs to help with recruitment.
7. Schedules interviews and other appointments and assists with preparing interview materials.
8. Conducts New Employee fingerprinting, background checks and badge printing.
9. Submits information for the processing of criminal history checks and background checks for Child Protective Services.
10. Notifies coordinator when background checks are unsatisfactory and contacts state and national law enforcement agencies as necessary.
11. Conducts Exit Interviews with employees who are leaving the school division.
12. Runs reports as needed regarding new hires, transfers, substitutes, and other personnel actions.
13. Assists with the planning and implementation of HR events.
14. Corresponds with other departments and outside vendors.
15. Provides help to other staff members during periods of heavy workload.
16. Prepares and scans personnel files online.
17. Serves as backup for front desk coverage
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 Supervisor of Employment Services, Human Resource Coordinator 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 enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

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

Must possess an Associate's degree in Human Resource, Business or a related field, Bachelor's degree preferred. Experience working in Human Resources preferred. Thorough knowledge of standard office practices, procedures, and equipment and clerical techniques required. Knowledge of business English, grammar and math.

Proficient in filing and documentation management, electronic and paper-based. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Excellent oral communication skills. Must possess the ability to establish and maintain effective working relationships. Ability to follow oral and written instructions. 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 & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

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. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Supervisor of Employment Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Human Resource Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Employment Services or appropriate administrator. 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 08/2025