

Job Description

Job Title: HR Technician

Supervisor: Supervisor of Human Resources

Job Classification: Non-Exempt

Pay Grade: 28

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, scanning personnel paperwork, providing front desk coverage, conducting fingerprinting of new employees, and attending recruitment and district-wide employee events.

Essential Duties

1. Provides answers to routine inquiries and general human resources questions.
2. Enter, troubleshoot, and correct personnel actions for all employee types into the Human Resources Information System to include but not limited to new hires, resignations, retirements, terminations, transfers, salary adjustments, supplements and leave actions.
3. Completes general correspondence, filing, paperwork and record keeping.
4. Conducts fingerprinting, background checks, and badge printing.
5. Assists with scheduling interviews and assists with preparing interview materials.
6. Attends some college and career job fairs to help with recruitment.
7. Assists with the planning and implementation of HR events and special projects.
8. Assists with conducting Exit Interviews with employees who are leaving the school division.
9. Prepares and scans documents and maintains electronic personnel files. Provides information to employees upon request.
10. Assists with the planning and implementation of HR events.
11. Provides clerical support to the HR Coordinators
12. Corresponds with other departments and outside vendors.
13. Schedules appointments and meetings as needed.
14. Provides help to other staff members during periods of heavy workload.
15. Serves as backup for front desk coverage
16. Maintains a high level of confidentiality.
17. 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 enable 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 or equivalency. Some college coursework preferred. Knowledge and experience of human resource functions is strongly desired. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Considerable experience and proficiency working with computers; specifically with Internet browsers, Microsoft Word, Excel, and Google Suite programs. Attention to detail in composing, typing and proofing materials, establishing priorities, and meeting deadlines. 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. This position requires weekend availability and occasional overnight travel throughout the year.

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. 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.

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 Human Resources

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