

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Human Resource Technician	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Administrative

GENERAL STATEMENT OF RESPONSIBILITIES: This position is responsible to perform operation and technical human resources tasks to include but not limited to employee relations, recruitment, staffing, classification & compensation, and new employee orientation. Assisting employee and the public with personnel information, maintaining employee personnel records. Administering employee benefits, administering background investigations & adjudications.

I. QUALIFICATIONS:

1. Required AA degree or equivalent of 60 credit hours in Human Resources or other related field;
2. 3-5 years' experience of working with the office in the area of Human Resources; educational institution preferred.
3. Knowledge of Public Law 100-297 Grant School Rules and Regulations and OMB Circular.
4. Knowledge and experience with Human Resources software and systems;
5. A self-starter with excellent organizational skills and the ability to multi-task, adjust to changing priorities and meet short timelines;
6. Superb attendance;
7. Ability to read, interpret, apply and explain rules, regulations, policies and procedures;
8. Excellent communication skills; ability to communicate and work well with staff, students, parents and the community;
9. Computer literate, experience with software such as Word, EXCEL Windows, and accounting software.
10. Required valid Driver's License, First Aid/CPR Certificate;
11. Must pass state, federal and local criminal background checks
12. Must in their background reference check, demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions.
13. Hopi/Native American Preference.
14. Excellent communications skills; ability to communicate and work well with staff, students, parents, and community.

II. DUTIES AND RESPONSIBILITIES:

1. Will work collaboratively with Business Technician;
2. Prepares or screens and verifies assignment authorizations; initiates request for personnel based on current or projected needs;
3. Assists administration in the assignment, transfer, dismissal and promotion of staff;
4. Determines appropriate source of available candidates for employment, re-employment or reinstatement;
5. In collaboration with professional staff, prepares and distributes recruiting materials, information relative to the school and other informational materials;
6. Prepares eligibility list and provide selecting administrator with eligible candidates for selection;
7. Schedules interviews, conducts reference checks and prepares findings documents;

8. Prepares and maintains a variety of personnel related records such as board resolutions authorizing layoffs or reductions in hours; prepares letters to classified employees affected by layoffs or reduction in hours;
9. Prepares Hotevilla Bacavi Community School staff orientation in terms of Employee Benefit Packets;
10. Assists in new staff recruitment;
11. Assists in the screening process for applicants for vacant positions and selecting for interviews;
12. Maintains all school personnel files;
13. Investigation and Adjudication; Conducts fingerprinting and background check clearance;
14. Honor confidentiality of Personnel Records;
15. Assist in composing, organizing and editing employee handbooks and instructional manuals;
16. Work with administration in collaborating with benefits providers for health, dental, vision, retirement, and life insurance policies.
17. Will complete a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll/benefits deductions, and processing terminations.
18. Will make collaborative efforts to assist in reaching school improvement goals.
19. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board