

Job Description

Job Title: HR Technician - Employee Relations

Supervisor: Coordinator of Employee Relations

Pay Grade: 28

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for supporting employee relations initiatives, district-wide employee recognition programs, employee incident investigations, performance assessment for support staff, workers compensation, unemployment claims and Americans with Disability Act request.

Essential Duties

1. Assist Employee Relations Coordinator in compiling data and developing responses to employee grievances and EEOC charges.
2. Maintains all documents and provides information to employees on Workers Compensation and Americans with Disability Act.
3. Input and maintain OSHA data for Workers Compensation.
4. Track and input data for performance assessment program for all staff. Responsible for maintaining evaluation system.
5. Completes general correspondence, filing, paperwork and record keeping.
6. Complete unemployment claims request.
7. Assist with event planning of service awards, retirement banquet, student teacher banquet and United Way functions for NNPS.
8. Coordinates and organizes dismissal and termination hearings.
9. Provides data/reports for all areas of Employee Relations.
10. Back up Human Resource Department front desk.
11. Scan and maintain employee relation documents in file and database.
12. Schedules appointments and meetings as needed.
13. Maintains a high level of confidentiality.
14. 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 of Employee Relations 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. Must possess a demonstrated record of success in dealing with the public/employees and handling sensitive issues. Must be proficient in Microsoft Word and Excel. 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: Coordinator of Employee Relations

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 Coordinator of Employee Relations 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

08/2025