



SIERRA SANDS Unified School District

113 W. Felspar, Ridgecrest, CA 93555 | Phone: 760-499-1600 | ssusd.org

April Moore, Ed.D., Superintendent

PLEASE POST PLEASE POST PLEASE POST PLEASE POST

The Sierra Sands Unified School District announces a vacancy in the following position for the
2024-25 school year

Job #7183

Site

Hours/Days

Time

Salary

Human Resource Technician

Human Resources – Confidential Position

8 hrs. per day, 260 paid days/12 months

7:30 am – 4:30 pm

Range C33 \$25.03 - \$30.43 per hour + \$1.00

Application Deadline

April 12, 2024

Effective Date

July 1, 2024

Brief Description: Under direction, performs a wide variety of technical, administrative, and advanced level clerical duties in support of the Human Resources department. This position requires specialized knowledge and judgment in the application of human resources, procedures, and systems. Interprets Human Resource policies to supervisors and employees as well as district policies to administrators, employees and parents. Possess strong communication skills to interact with administrators, employees and community members and respond to inquiries in a timely manner. Must be well-organized and have excellent problem-solving abilities. Position supports the duties of the Secretary to the Superintendent.

Required Qualifications: Knowledge of: Office procedures, methods, and equipment including computers and applicable software applications. Principles and procedures of record keeping. Basic clerical accounting functions. Principles and procedures of data entry. Principles and practices of proper phone etiquette and customer service. English usage, spelling, grammar, and punctuation. Maintain and assist in the development of budgetary requests and records. Perform other related duties and responsibilities as directed by the Assistant Superintendent of Human Resources.

Required Experience: Two years of clerical and training. Three years of responsible secretarial experience involving contact with the public. Experience in Human Resources department preferred; one year of work related to personnel, labor policies or office equivalent.

Required Education: High School Diploma or equivalent. One year of work related to the education field (desirable).

How to Apply: A request for transfer form must be completed for any employee who wishes to be considered for a transfer or email mfrench@ssusd.org. Please be sure you receive an email confirming receipt of your request. An application must be completed for anyone applying for promotion from outside the district. Forms are available in the Human Resources Office at 113 Felspar Avenue.

3/25/24
District/Web/Indeed

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: bauld@ssusd.org Phone: (760) 499-1620	District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700	ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700
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Board of Education: Mary Campbell Robert Campbell Bill Farris Kurt Rockwell Michael Scott