

JOB DESCRIPTION**JOB TITLE:** *Personnel Technician* (1123)

Job Summary: Under general supervision of the Assistant Superintendent, Human Resources, performs a variety of tasks to facilitate the hiring of new staff, the maintenance of employment records, the calculation and adjustment of salaries, the maintenance of collective bargaining agreements, and to inform employees of their employment rights and responsibilities.

Essential Job Functions:

- ▶ Interviews clients and staff on the telephone and in the office regarding routine matters for the purpose of furnishing desired information, referring calls to the proper source, or to arrange an appointment with the Assistant Superintendent of Human Resources.
- ▶ Composes letters, memorandum, reports, bulletins, contracts, job announcements, flyers, and other written correspondence for the purpose of providing information to staff, job applicants, and the public.
- ▶ Processes and maintains files, records (health and life insurance benefits, worker's compensation, employee absences, seniority, fingerprint and TB clearances), employee calendars, job descriptions, personnel data, collective bargaining agreements for classified and certificated personnel and programs for the purpose of maintaining permanent employment records.
- ▶ Compiles and processes surveys and reports from various data sources, requests for purchase orders, newspaper advertisements, and time sheets for the purpose of completing requests for information.
- ▶ Maintains and updates substitute teacher/aide lists for the purpose of facilitating the calling of substitute teachers and aides.
- ▶ Computes and adjusts monthly salaries for all personnel for the purpose of assuring salary payments are correct.
- ▶ Notifies accounting of all new hires, leaves of absence, and terminations for the purpose of assuring salary payments are correct.
- ▶ Distributes and processes employment papers, tuition reimbursement claims, collective bargaining agreements, and necessary forms to employees and substitutes for the purpose of informing employees and maintaining required employment records.
- ▶ Verifies employment orally, or in writing, for the purpose of completing requests for information for mortgage lenders and prospective employers.
- ▶ Facilitates the employment process including job announcements, applications, paper screening, interviews for the purpose of hiring new staff.
- ▶ Provides orientation for all new employees for the purpose of informing new employees of their rights and responsibilities according to law and office policies.
- ▶ Administers Instructional Aide proficiency test, as needed, to applicants for the purpose of meeting Education Code requirements.
- ▶ Evaluates transcripts for the purpose of placing certificated staff correctly on the salary schedule.

Other Job Functions:**Essential Job Requirements - Qualifications:**

- ▶ Experience Required:
 - Minimum one year experience working in a personnel office required.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - perform difficult and responsible secretarial work
 - make mathematical calculations with speed and accuracy
 - type at a speed of 50 wpm net from clear copy
 - use computer for word processing, data entry, and spreadsheet applications
- ▶ **Knowledge of:**
 - rules and regulations of the credentialing and hiring process is preferred
 - office methods, practices, and procedures
 - personnel law and practices
 - public relations
 - records management
- ▶ **Ability to:**
 - learn and apply school district procedures, rules, and regulations
 - compose correspondence independently
 - understand and carry out oral and written directions
 - maintain cooperative relationships with those contacted in the course of work

Education Required:

- ▶ Formal or informal education equivalent to completion of twelfth grade with supplementary training in office practices and procedures, word processing, data entry, and spreadsheet application.

Other Specialized Requirements:

- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.