

## **PERSONNEL TECHNICIAN**

### **DEFINITION**

Under general supervision, the Personnel Technician performs a wide variety of responsible analytical and technical duties relating to all aspects of District personnel. This position may require the incumbent to monitor and coordinate the daily operations of support staff. The Personnel Technician will also research, develop and maintain statistics, interpret policies, procedures and collective bargaining agreements, coordinate recruitment and selection efforts and monitor personnel transactions.

It is understood that incumbents in this class may be assigned to one area of the personnel program; either certificated or classified, but will also be able to perform the job duties of the reciprocal area.

### **ESSENTIAL FUNCTIONS**

- Implement a comprehensive program of recruitment, selection and appointment process for District vacancies (traditional school year and summer school/extended school year)
- Research, schedule and coordinate applicable job fairs
- Generate (as needed), monitor, review for accuracy and approve Personnel Action Requests (PARs) utilizing the electronic PAR system
- Plan and execute employee selection processes, including the drafting of vacancy notices (through EdJoin, CASBO, EdCAL, job boards, social media, etc.)
- Develop appropriate techniques for qualifying or disqualifying applicants
- Receive and screen employment applications
- Consult with and counsel applicants concerning a variety of requirements assisting them to obtain necessary documentation, credentials and/or certificates
- Initiate and prepare necessary forms, applications and letters in support of employment requirements and conditions
- Coordinate interview schedules and panels
- Represent Personnel Services on interview panels
- Review and/or draft interview questions ensuring legal compliance with all applicable guidelines
- Administer appropriate written and oral pre-employment testing materials for applicants and score, rank and interpret results to determine eligibility to remain in recruitment process
- Maintain files and gather materials for interview packets
- Review and process reference checks and recommendation forms for approval
- Offer employment to candidates as recommended and approved by administration
- Verify and evaluate prior service, training and education coursework for salary placement
- Generate employment contract and all other necessary administrative and payroll procedures
- Input new employees into the Galaxy system, entering adjustments and changes as needed
- Assist with credentialing functions
- Assure that the employment functions comply with Equal Employment Opportunity (EEO) guidelines, Education Code, District policies and regulations
- Recruit for and fill extra-duty and/or stipend vacancies
- Draft, review and edit job descriptions as new positions are created and existing positions evolve
- Assist in the development or modification of personnel policies and procedures
- Devise and implement procedures to monitor and determine longevity
- Maintain and update seniority lists
- Monitor layoff/rehire rights
- Generate and post annual certificated and classified correspondence
- Receive and process staff transfer request forms
- Monitor growth incentives
- Prepare, generate and disseminate annual Intent to Return/Reasonable Assurance notices

- Process requests for verification of experience & sick leave transfers utilizing District records accurately and in a timely manner
- Assist with the planning of new employee trainings
- Prepare correspondence generated by Board meetings/Personnel Services Report
- Interpret District rules, federal and state laws and Education Code guidelines
- Assist in the preparation of complex state and county reports
- Monitor, review and track performance evaluations
- Gather, assemble, tabulate and prepare statistical data for classification analysis
- Maintain complete and accurate personnel files, records and tracking logs
- Solve routine or repetitive problems without assistance
- Maintain confidentiality of privileged information
- Respond to inquiries where judgment, knowledge and interpretations of negotiations, personnel policies and regulations are necessary
- Compose, interpret, edit and distribute in-District publications initiated by and related to Personnel Services
- Organize and direct the work of other clerical employees as needed
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other related duties as assigned

## QUALIFICATIONS

### Knowledge of:

- Personnel functions including employment salary administration, position classification, EEO guidelines labor relations and survey techniques
- Applicable sections of State Education Code
- Current personnel policies, procedures, trends and information sources
- Federal, state and local laws and regulations dealing with personnel
- Standard office practices, procedures and techniques and equipment
- Proper English, grammar, spelling, punctuation and arithmetic
- The 40 Developmental Assets

### Ability to:

- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Type accurately at a rate of 45 net words per minute
- Analyze problems and propose logical solutions
- Learn account codes and perform payroll entry
- Prepare accurate statistical summaries and reports independently
- Perform responsible, technical duties requiring independent judgment, initiative and procedural accuracy
- Perceive established personnel department goals and objectives and work to ensure their fulfillment
- Understand mathematical formulas necessary to generate salary schedules and pay changes and perform arithmetic calculations of same
- Prioritize and analyze responsibilities and materials
- Maintain specialized and confidential personnel records and files
- Acquire technical and procedural information and terminology quickly
- Use good judgment in the application of District and school policies

- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Relate effectively with racially and ethnically diverse staff, students and community members
- Maintain consistent, regular and punctual attendance
- Follow District, state and federal rules, policies, regulations and laws
- Meet rigorous timelines and schedules
- Work effectively as a member of a team
- Speak Spanish (desirable)

EDUCATION (diplomas, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- College coursework in Human Resources or Personnel Practices (experience may substitute for college)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

EXPERIENCE

- Three years of progressive responsible experience in public personnel administration, business or education administration

WORKING CONDITIONS

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 30 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

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Salary Schedule 200, Row 42