



PERSONNEL TECHNICIAN

DEFINITION

Under general supervision, performs technical duties regarding personnel functions involving either certificated or classified employees. In the case of a Personnel Technician who is working with certificated employees, the job entails credentialing and staffing. In the case of a Personnel Technician who is working with classified employees, the job entails Merit System recruitment and testing, and staffing. In either case the job entails the Live Scan processing for initial hires.

CLASS CHARACTERISTICS

This is the advanced level class in the personnel support series, fully competent to independently perform a variety of technical office and human resources duties. Incumbents perform daily work with minimum supervision and exercise sound independent judgment in applying policies and rules.

EXAMPLES OF DUTIES – CLASSIFIED AND CERTIFICATED

CLASSIFIED:

Provides information to employees, administration and public on a wide variety of procedures, practices, benefits, rules, regulations and related matters.
Receives approved requests for personnel; matches requests with transfer notices and job announcements to facilitate job placement.
Provides and maintains information for personnel records regarding hires, transfers, terminations and status changes.
Initiates and oversees distribution of transfer notices; determines appropriate information to be posted.
Prepares and distributes job announcements; prepares and places advertisements for classified positions in various media.
Schedules, publicizes, arranges and monitors written examinations; coordinates and monitors oral interviews panels, notifies candidates and ineligible, calculates test scores and maintains examination files, records and information.
Establishes and maintains eligibility lists; refers candidates for interviews based on eligibility lists; schedules interviews; notifies candidates of results.
Coordinates confidential fingerprinting process as liaison between District and Department of Justice; schedules appointments, obtains prints, processes and files results using Live-Scan equipment, creates necessary reports.
Coordinates process to obtain school badges for new hires and misplaced badges.
Schedules, disseminates and tracks performance evaluation forms for classified employees.
Audits and posts all employee transactions to maintain current employee listings.
Maintains seniority and reemployment lists and reinstatement request; refers individuals for placement as appropriate.
Ensures that provisions of labor agreements are followed in addition to personnel policies and State and Federal laws and regulations.
Provides information to employees and administration regarding bargaining agreements and their interpretation.
Enters, maintains and retrieves personnel data from an automated personnel information system; prepares applicable forms and submits to payroll for step increases.
Performs a variety of activities relating to employee benefits, seniority and employee records.
Coordinate projects involving employee and office records; provides follow-up to ensure completion of projects.

CERTIFICATED:

Following established laws and regulations, determines appropriate credentials required for specific teaching assignments.
Advises District staff regarding appropriate credentials required for specific assignments.
Evaluates credential status for all new and current certificated employees.
Enters, maintains and retrieves personnel data using a specified applications format (PRIME and QSS).
Monitors teacher assignments and prepares annual internal credential audit to ensure correct credentials are held; tracks and sends reminder notices to teachers with credentials close to expiration dates.
Prepares a variety of periodic and special reports, including the credential audit report for County review and the annual report of teacher assignments following SB 435 guidelines.
Evaluates and analyzes new and rehire teacher transcripts to determine salary schedule placement.
Reviews teacher annual status reports to verify and updates as required.
Estimates scheduled salary advancements for budget projections.
Answers inquiries regarding credential status, renewal requirements and teacher eligibility requirements.

Assists applicants for permanent, temporary and substitute positions by processing paperwork for credential applications and registrations.

Assists teachers and administrators in renewing credentials and adding supplementary authorizations.

Attends credentialing workshops conducted by the County and State.

Obtains fingerprints background information via the LiveScan system on a relief or as needed basis.

QUALIFICATIONS

Knowledge of:

Standard English usage, spelling, grammar and punctuation.

Basic principles and practices of the human resources function, including recruitment, selection and equal employment opportunity.

Standard office practices and procedures, including filing and the use of standard office equipment.

Computer applications related to the work, including word processing and spreadsheet applications.

Records management principles and practices.

Basic functions and duties common to certificated positions or classified positions.

Skill in:

Learning and interpreting legal codes, rules and regulations related to certificated personnel placement and the certification of educational credentials, or Merit System of classified employment.

Performing responsible technical office support work.

Making mathematical calculations with speed and accuracy.

Gathering and analyzing data and preparing reports.

Entering, retrieving and modifying data with a computer with sufficient speed and accuracy to perform the work.

Learning operation of Live Scan fingerprinting machine and maintain follow-up records with the Department of Justice for fingerprint clearance;

Using sound independent judgment within established procedural and legal guidelines.

Prioritizing own work and meeting deadlines.

Maintaining accurate records and files.

Directing the work of support staff on a project or day-to-day basis.

Establishing and maintaining cooperative working relationships with those contacted in the course of the work.

Interpreting collective bargaining agreements.

Education:

Equivalent to graduation from high school supplemented by post secondary course work in human resources, business or public administration, public policy or a related field.

Experience:

Three years of office support experience. Experience in a human resources function and/or a school district or public agency setting is desirable.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 11/91

R: 2/97

R: 02/03

R: 05/07