



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED CONFIDENTIAL

PERSONNEL TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, monitor vacancy status report and oversee the classified and certificated posting processes; performs a variety of responsible, technical and lead personnel clerical functions and activities; provides leadership in the planning, organization and conduct of recruitment, selection and employment processes; assists in the planning, organization, development and maintenance of a comprehensive personnel record management, storage and retrieval system, and performs other related work as assigned and/or required; document and report a variety of technical and analytical data involved in the certificated and classified personnel programs of the District; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of technical, administrative support functions, including employee recruitment and selection, employment processing, substitute personnel assignment and related functions and activities specific to the District's Personnel Services Department.
- Monitor vacancy status report for classified and certificated postings; oversee and ensure timely and accurate posting of vacancies; respond to questions and provide information to District administrators and staff; review and approve classified and certificated requests for vacant positions.
- Review vacancy requests for new and substitute personnel; provide employment eligibility lists and materials to District staff to aid in employee selection; assist with credentialing process for certificated employees.
- Review and screen applications to ensure completeness; evaluate applicant's minimum qualifications.
- Develop and prepare a variety of records, files, lists and reports, including rehire and lay-off lists and seniority rankings for classified employees; review current openings for possible placements; purge assigned records and files in accordance with established guidelines.
- Plan, organize and conduct employment examinations; develop vacancy notices; oversee job bulletin communication; develop and distribute applicant notifications; proctor examinations; score tests; develop employment eligibility lists.
- Gather data and compile statistics of classified and certificated personnel in compliance with District, County, State and Federal reporting requirements; conduct research on District demographics; prepare periodic hiring and staffing reports; maintain confidentiality of sensitive and privileged information.
- Initiate and receive telephone calls; interpret, apply and explain laws, codes, policies and bargaining agreement language related to assigned functions.
- Review and interpret legal mandates, policies, regulations and guidelines related to personnel policy and procedures; ensure personnel services are performed in compliance with legal mandates, policies, regulations and governing board policies.
- Assist in planning, developing, implementing and maintaining highly technical, manual and automated personnel records; maintain and oversee proper management, storage and retrieval of personnel documents, records and related materials.
- Conduct staffing needs assessments, wage and salary analyses, surveys, and other personnel services related operations.

- Respond to routine correspondence, memoranda, and requests for information and data; assist in the compilation and preparation of the personnel component of governing board's meeting agenda; participate in planning, organizing and conducting personnel orientation, staff development, and in-service training.
- Update and maintain the automated substitute teacher system; assign substitute teachers to cover certificated absences; make adjustments to salary schedules such as cost of living increases and shift differentials.
- Maintain and process a wide variety of information related to assigned personnel records; input information into computerized databases and generate a variety of reports and lists; ensure timely distribution of records and reports; forward documents to appropriate departments.
- Establish and maintain work year calendar for classified employees.
- Operate a variety of office equipment including a fax machine, copier, and a computer and assigned software.
- Train and provide work direction and guidance to assigned staff.
- Attend a variety of meetings and conferences as assigned.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern methods, terminology and techniques related to Personnel Services comprehensive manual and automated information storage and retrieval systems;
- Word processing/document creation and formatting; governing board policies; education code regulations, rules, operational procedures and guidelines pertaining to personnel functions and activities.
- Appropriate English usage, spelling, grammar, punctuation; mathematical concepts.

ABILITY TO:

- Interpret and apply technical personnel operational procedures, policies, rules, regulations and legal provisions.
- Plan, organize and implement a variety of complex and technical personnel office tasks.
- Review, extract and compile comprehensive management reports which may include sensitive and confidential information.
- Communicate effectively in oral and written form.
- Operate a micro-computer and use appropriate software applications.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Set priorities and work independently, or within a group, to meet stringent deadlines.
- Maintain a helpful, tactful manner in an atmosphere of frequent interruptions and changes in task priority.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Two years of increasingly responsible experience that provides familiarity with recruitment, test development, interviewing and other human resource practices, preferably in a school district or county schools setting.

OR

One year of successful experience in a human resources office in a school district or county schools setting.

AND one of the following:

1. Certificate, in a Human Resources or Personnel Management Program, from an accredited college/university.

OR

2. Associates Degree from an accredited college.

Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Supplemental training or coursework in personnel management, business office management procedures, or a closely related field is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

Constant interruptions.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time but may involving walking or standing for brief periods.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**