

PERSONNEL TECHNICIAN

DEFINITION

Under general supervision, 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.

ESSENTIAL DUTIES

- performs a variety of technical, clerical functions, including employee recruitment and selection, employment processing, substitute personnel assignment, and other related functions and activities specific to the Personnel Services Department
- reviews specific requests for new personnel and replacement personnel for vacancies; assists managers and supervisors by supplying them with employment eligibility lists and materials to aid them in employee selection
- reviews and screens applications to ensure application completeness; determines if applicants meet minimum qualification standards
- may independently, or with little direction, compose various types of correspondence, including memos, letters, announcements and bulletins from notes, rough drafts or verbal directions
- may assist with credentialing process for certificated employees
- actively participates in planning, organizing and conducting examination processes; develops vacancy notices; manages bulletin distribution, applicant notification, examination proctoring, test scoring and development of employment eligibility lists
- analyzes, reviews and interprets legal mandates, policies, regulations and guidelines to ensure that personnel services are performed in an effective, efficient manner, and in compliance with legal mandates, policies, regulations and governing board policies
- assists in the planning, development, implementation and maintenance of highly technical, manual and automated personnel record management, storage and retrieval systems
- participates in research and development functions, such as staffing needs assessments, wage and salary analyses, surveys, and other personnel services related operations
- may independently respond to routine correspondence, memoranda, and requests for information and data
- assists in the compilation and preparation of the personnel component of the governing board's meeting agenda
- may participate in planning, organizing and conducting personnel orientation, staff development, and in-service training
- responsible for updating and maintaining the automated substitute teacher system and assigning substitute teachers to cover certificated absences
- performs other related duties as assigned and/or required

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.

QUALIFICATIONS

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.

PHYSICAL DEMANDS

The physical activities listed below are examples of the physical requirements necessary to perform 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 position.

EDUCATION AND EXPERIENCE

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental training or coursework in personnel management, business office management procedures, or a closely related field is preferred.

Experience: Three years of increasingly responsible clerical experience involving frequent contact with the public and experience with recruitment, test development, interviewing and other human resource practices, preferably in a school district or county schools setting.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.

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