

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Personnel Technician for Certificated Employees

DEPARTMENT: Human Resources

POSITION SUMMARY: Under the general supervision of the Associate Superintendent for Human Resources or his/her designee, performs complex and responsible clerical and technical work related to certificated personnel. This position has been designated as a confidential position per SB 160 – “...(c) “Confidential Employee” means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer’s employer-employee relations.”

ESSENTIAL FUNCTIONS:

1. Serves as a vital staff and public relations link through personal and telephone contact frequently serving as liaison with staff and public.
2. Prepares letters, memoranda, reports, handbooks, questionnaires, requisitions, contracts and job bulletins from marginal notes, rough drafts or verbal instructions.
3. Performs a variety of complex and specialized clerical work in support of certificated personnel programs and functions including, but not limited to reviewing, revising and upgrading forms and procedures as needed.
4. Uses computer to input data, maintains files and operates standard office machines.
5. Provides information and clarification to applicants and staff related to credentials, salaries, rules, policies, and procedures.
6. Monitors certificated physicals and TB testing for new-hires.
7. Maintains up-to-date certificated personnel files and supervises the use and accessibility of the files.
8. Maintains liaison with State Department of Education and San Joaquin County Department of Education.
9. Participates in staffing meetings that determine certificated hiring needs; monitors certificated staffing needs.
10. Posts and advertises certificated vacancies.
11. Coordinates the preparation/planning and implementation of the interview selection committee and applicant screening.
12. Assists with reference checks and Department of Justice clearance for certificated employees prior to employment.
13. Prepares and processes contracts and other related forms for all new certificated employees as part of Human Resources initial induction.
14. Verifies the employment, education and experience of certificated personnel to determine appropriate qualifications and salary placement.
15. Offers employment as directed by the Associate Superintendent.
16. Prepares Board agenda items for the employment and separation of certificated personnel.
17. Computes class size overages for payment. Maintains annual overage report.
18. Assists with employee recognition/awards programs.
19. Prepares necessary salary upgrade information to payroll/employees.
20. Monitors and processes payment for annual stipends earned and extra duty stipends.
21. Assists with long-term absences and substitute searches for certificated positions.
22. Processes unemployment and retirement forms as required.
23. Processes employee changes of status and budget account numbers.
24. Prepares necessary forms to implement any salary changes resulting from Board action.
25. Processes job sharing agreements, resignations, retirements, transfer and leave requests, non-reelection processing, in-voluntary transfers, reassignment issues and other confidential matters.
26. Assists with preparation of annual/updated salary worksheet information for payroll processing.

27. Distributes annual notifications as required.
28. Maintains prompt and regular attendance in the workplace.
29. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE: Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High School diploma or equivalent required. Two years of business college or two years of responsible clerical work in the educational field preferred. Must pass District required testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills.
2. Knowledge of policies, regulations and procedures that govern the California Credentialing process.
3. Ability to operate standard office equipment.
4. Ability to type at a speed of 60 words per minute from clear copy.
5. Ability to communicate effectively, orally and in writing.
6. Strong interpersonal skills.
7. Ability to make independent decisions and accurately interpret laws and practices.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

SALARY: Classified Confidential, Range 13

DAYS OF SERVICE: 230

Board Approved: HS 09/28/94

Elem 09/28/94

Revised: TUSD 03/27/01

Revised: TUSD 11.10.15