

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CLASSIFIED PERSONNEL TECHNICIAN – PERSONNEL COMMISSION

BASIC FUNCTION:

Under the direction of the Director of Classified Personnel or the Assistant Superintendent, Human Resources, assist in administering the classified personnel system in conformance with merit system law, rules and regulations of the Personnel Commission and the policies of the Board of Trustees; perform a variety of duties for the Personnel Commission, including preparing agendas, attending Commission meetings to take minutes; and preparing and distributing minutes of meetings.

REPRESENTATIVE DUTIES:

1. Post and advertise openings for classified positions; receive and process applications for employment; provide information to applicants; administer and score tests; arrange and schedule panel interviews; compile, establish and maintain eligibility lists for all classified positions; schedule hiring interviews based on eligibility ranking; notify candidates of placement on eligibility lists; provide orientation for new classified employees
2. Process new, changed and terminated employees
3. Input and maintain through the integrated computer bi-tech system all classified employee payroll information.
4. Respond to a variety of inquiries from administrators, classified staff and the public concerning Merit System policies and procedures; provide a variety of information as necessary
5. Post notices of Personnel Commission meetings; prepare and deliver Personnel Commission agendas; attend Personnel Commission meetings; take and transcribe minutes; prepare and distribute minutes; prepare Annual Report of the Personnel Commission; arrange travel accommodations for the Personnel Commission; arrange for advance funds and Board approval
6. Prior to recruitment, ensure that each position is approved through the District's position control procedures.
7. Establish and supervise the maintenance of comprehensive files and records including material of a confidential nature regarding classified employees, testing materials, employee benefits and other classified related materials
8. Compose, prepare and disseminate correspondence requesting or providing information relative to the classified personnel program
9. Provide information to classified employees regarding their positions, transfer or promotional opportunities, qualifications, rights and benefits, privileges and responsibilities, procedures, discipline, fringe benefits, including insurance programs,

- retirement programs and benefits; advise and counsel employees as appropriate; refer complex or serious problems to supervisor
10. Assist in the development and preparation of employment forms, handbooks and test materials
 11. Requisition supplies and equipment; maintain adequate levels of supplies; maintain inventory of supplies and equipment
 12. Process performance evaluations for salary increases; monitor evaluation schedules; follow through on evaluations according to approved procedures
 13. Prepare wage and salary surveys as assigned
 14. Attend workshops and meetings related to classified personnel and the merit system to keep abreast of the changes in classified personnel such as interview processes, multiple choice question selections, use of qualified subject matter experts, changing rules related to privacy matters, appropriate use of supplemental or practice exams, and required accommodations in the testing process
 15. Maintain legal employment postings for state and federal employment laws
 16. Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Classified personnel procedures and practices for public schools
District and Personnel Commission organization, operations, policies and objectives
Applicable sections of State Education Code including sections involving the Merit System
Negotiated agreement for classified employees
Classified employee benefits
Oral and written communication skills
Technical aspects of field of specialty

ABILITY TO:

Compile data and prepare and edit reports
Analyze situations accurately and adopt an effective course of action
Type at 45 words net per minute from clear copy
Perform difficult and responsible secretarial and administrative detail work with speed and accuracy
Learn, interpret, apply and explain applicable policies, rules and regulations using good judgment
Exercise good judgment in recognizing scope of authority
Learn to interpret classified negotiated agreement
Administer policies and procedures affecting classified employees in a fair and consistent manner
Provide information and advice to classified employees regarding personnel matters
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Work cooperatively with others
Work independently with little direction
Establish and maintain effective working relationships with others
Meet schedules and timelines

Plan and organize work
Maintain records and prepare reports
Work confidentially with discretion
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of office experience involving personnel functions including at least one year of experience in the administration and scoring of examinations. College training may be substituted for experience on a year-for-year basis. Prior experience working in human resources is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Typical office environment; subject to driving to a variety of locations within the District to conduct work; subject to many demands on time and constant interruptions; frequently sits, occasionally walks, stands, stoops, bends and reaches over head; repetitively uses fingers, both hands simultaneously; speaks clearly and hears normal voice conversation; uses a computer and telephone frequently; has direct contact with public and other district staff, occasionally in negative interpersonal situations; frequently works without guidance from supervisor; safely lift, carry and push up to 25 pounds.

SALARY RANGE: 77

ADOPTED BY PERSONNEL COMMISSION: 5/20/08
ADOPTED BY BOARD OF EDUCATION: 5/27/08