

JOB DESCRIPTION

Title:	Personnel Technician	Reports To:	Director Human Resources
Department:	Human Resources Department	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	8 hours per day	No. of Work Days:	261
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input checked="" type="checkbox"/> CSEA 27 Range 36 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES:

Under the direction of the Director of Human Resources and/or Human Resources Coordinator, perform a variety of functions relating to assigned areas of the Human Resources program with respect to certificated or classified staff; prepare and maintain personnel records and files, provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies, procedures and collective bargaining contracts. Responsible for the full operation of the sub-finder system for certificated substitutes.

DUTIES OF THE JOB:

- Responsible for setup and input for new hire job assignments, change of status or any other change. *E*
- Input data into HR module of HR/Fiscal system. *E*
- Responsible for the full operation of the sub finder system for certificated substitutes. *E*
- Determine original placement of certificated staff based on verified credits and experience. *E*
- Perform office support and clerical duties as needed; screen visitors and phone calls, make appointments and arrange meetings; maintain files and records; assist employees in

**E – Essential Function*

completing and submitting a variety of forms regarding employment, payroll and other matters; operate a computer to input data, maintain records and prepare reports. *E*

- Respond to questions from applicants, employees and the general public regarding District policies, contracts, procedures and regulations related certificated or classified employees; provides information on certificated and classified collective bargaining contracts; responds to employment verification requests as necessary. *E*
- Provide assistance at front desk; answer telephones and take messages; provide and process applications, credentials, certificates and other related information; respond to questions related to employment contracts, issues or concerns. *E*
- Prepare, schedule, administer and score written tests; inform applicants and supervisors of results; sign-up and process new employees; assure payroll and related documentation is signed; send employment verifications to appropriate agency. *E*
- Verify teachers and other certificated employees have proper credential recorded with the County Office; provide information on credential requirements to administrators, teachers, substitutes and applicants; notify certificated staff of credential expiration dates, renewals and maintain current information on credential requirements. *E*
- Maintains certificated unit cards for placement on salary schedules. *E*
- Provide a variety of information and assistance to certificated and classified substitutes; set up orientation meetings; process employment forms and input data into sub-calling system; process fingerprinting and credentials according to established procedures; arrange for certificated and classified substitutes as needed. *E*
- Process and maintain employment forms and records; inform payroll of changes as appropriate; process personnel requisitions; prepare, type and distribute a variety of forms, reports, correspondence, records and other related personnel reports; review for compliance with District policies; compile and prepare a variety of reports and statistical data related to Human Resources office activities. *E*
- Maintain systems for certificated or classified employees; prepare and maintain listings of employees and table of authorized positions. *E*
- Process paperwork required for employment, retirement, termination, loan verifications, resignation, leave of absence, change of assignment and related information. *E*

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience.

KNOWLEDGE OF AND SKILLS TO:

- Basic State of California credential requirements and processing.
- Laws, rules, regulations involved in processing certificated and classified personnel.
- Certificated contract agreements.
- Current office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communications skills.
- Telephone techniques and etiquette.

**E – Essential Function*

- Interact positively with peers, public and students.
- Operate a computer in Windows/Mac environment.
- Explain and apply District policies and procedures and collective bargaining contracts regarding certificated and classified personnel.
- Perform a variety of duties concerning the credentials of certificated personnel.
- Make arithmetic calculations quickly and accurately.
- Type at a rate of 50 WPM with accuracy.
- Work independently with little direction.
- Meet schedules and time lines.
- Perform a variety of clerical duties related to certificated and classified personnel.
- Plan and organize work.
- Communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - (O); Intermittently – (I); Frequently (F).

Activity	Frequency	Activity	Frequency
Bend	O	Lift/carry 0-10 lbs	I
Twist	O	Lift/carry 11-25 lbs	O
Squat	O	Lift/carry 26-40 lbs	N
Kneel	O	Lift/carry 41-100 lbs	N
Climb	N	Stand	O
Reach above shoulder	O	Walk	O
Grip/Grasp	O	Sit	F
Extend/Flex Neck	O	Drive	O
Use Right Hand	F	Perform Repetitive Hand Motions	F
Use Left Hand	F	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

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**E – Essential Function*