

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Personnel Technician

QUALIFICATIONS

EDUCATION: Associates Degree or equivalent human resources experience, supplemented by training or coursework in human resources, personnel management, business office procedures, or a closely related field.

EXPERIENCE: Three years of responsible and technical personnel clerical experience, including one year in a lead capacity.

KNOWLEDGE OF: Methods, trends, strategies, and techniques pertaining to a comprehensive personnel management system; methods, procedures, and techniques of organization and employee motivation; methods, procedures, terminology, and techniques pertaining to personnel record management, storage, and retrieval systems; legal mandates, Board Policies, regulations, and operational procedures and guidelines pertaining to typical personnel management functions and activities.

ABILITY TO: Interpret and apply technical personnel operational procedures, policies, rules, regulations, and legal provisions; plan, organize, and maintain a variety of complex and confidential personnel transactions; analyze, review, abstract, and compile comprehensive management reports, which may include sensitive and confidential information; communicate effectively in oral and written forms; type at a net corrected speed of 50 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the assigned supervisor, the Personnel Technician will perform a variety of responsible and technical personnel clerical functions and activities; may assist in the planning, organization, and conducting of employee recruitment, selection, orientation and certificated induction programs; assist in the planning, organization, development, and maintenance of a comprehensive personnel management storage and retrieval system.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Personnel Technician's job performance will be as follows:

1. Perform a variety of specialized duties related to District personnel including recruitment, screening, examination, selection, salary placement, and processing of new personnel.
2. Prepare and distribute announcements for job openings, review applications for minimum qualifications and completeness, and notify candidates of testing and interviews activities.

3. Create, prepare, schedule, proctor, score, and record examinations; notify examinees of results; maintain appropriate test database.
4. Compile, prepare, and provide employment eligibility lists and employee selection and interview materials to administrators and supervisors.
5. Accurately and efficiently perform employee certification analysis and other related functions.
6. Prepare, maintain, and generate a variety of comprehensive and confidential personnel records; develop and maintain statistical data related to personnel.
7. Competently analyze, review, and interpret established legal mandates, laws, rules, policies, regulations, bargaining unit agreements, and guidelines.
8. Provide assistance in the planning, development, implementation, and maintenance of manual and automated record management, storage, and retrieval systems.
9. Conduct new personnel processing activities including the preparation, distribution, and collection of new employee paperwork and explain fingerprinting procedures, physical requirements, and other related new employment matters.
10. Compose and prepare a variety of routine correspondence, memoranda, personnel actions, forms, notices, and requests for information.
11. Prepare accurate routine Board agenda items in a timely manner.
12. Assist in the planning, organization, and conducting of new personnel orientation, new teacher support programs, staff development, and inservice training programs.
13. Establish and accurately maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations, and other employee information.
14. Research, compile, and provide a variety of information and data for reports, special projects, negotiations, Board meetings, and other personnel-related functions.
15. Provide timely and effective communications to appropriate district office/school personnel regarding issues and/or situations which might impact the District, its divisions or its schools.
16. Support and contribute consistent efforts to maintain or improve the external and internal image of the District, its divisions and its schools, including recruitment efforts.
17. Analyze and determine salary placements for employees changing positions in accordance with the collective bargaining agreement; prepare related documentation.
18. Attend all appropriate trainings and in-services as directed.
19. Conduct classification studies and salary surveys as required and provide assistance with updating job descriptions in response to changes in job duties, qualifications, and requirements.
20. Record and provide evaluation timelines of personnel to administrators and supervisors; process completed evaluations; prepare statistical reports related to evaluations as directed.

21. Oversee and provide appropriate employee notifications, and communicate with payroll personnel and other pertinent stakeholders, of all changes in employment status including leaves of absence, retirements, and resignations.
22. Operate a computer and assigned software programs; operate other office equipment as assigned.
23. Provide administrative and clerical support as directed, including support for the negotiations process.
24. Perform other duties as assigned.