

CLASSIFICATION STATEMENT -- PERSONNEL TECHNICIAN

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WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: PERSONNEL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Human Resources, conducts recruitments, administers examinations, prepares and maintains eligibility lists, certifies eligible candidates, makes employment offers and processes new hires; inputs classified employee transactions into the employee database, independently performs difficult technical tasks and duties in support of personnel administration of a comprehensive and diversified Merit System personnel program for classified employees.

ESSENTIAL DUTIES:

Performs critical personnel services in assigned areas and coordinates all aspects of the recruitment and examination process.

Under the direction of the Director, Human Resources, determines recruitment needs, researches, plans and develops recruitment materials, bulletins and places advertisements for classified job openings in appropriate media.

Uses electronic applicant tracking and recruitment support systems or manual process when necessary for recruitment of classified employees customizing applications, supplemental applications, job announcement bulletins, developing pass point recommendations, scoring examinations, etc.

Screens applications for classified employment to ensure meeting of minimum requirements.

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Coordinates examinations, including: arranging time, location, contacting and securing qualified panelists, compiling all necessary testing materials and inviting applicants and conduct orientation sessions.

Provides information to the public regarding job opportunities, examination schedules, answers applicants questions and responds to questions regarding other recruitment and selection matters.

Administers, proctors, compiles and organizes written, oral, performance or other related employee selection examinations, prepares eligibility lists and advises candidates of examination results.

Scores and validates classified examinations, conducting post-test analyses to determine if the test and test item(s) are appropriate to determine levels of competence, skills, knowledge and abilities.

Assists in the revision of test questions as necessary.

Contacts appropriate eligible candidates to determine interest in specific vacancies, schedules interview times, prepares interview packets for and certifies appropriate eligible candidates.

Contacts selected candidates to offer job and make arrangements for fingerprinting and pre-employment physical exams; notifies non-selected eligible candidates, informing them of known subsequent opportunities, and continuing eligibility.

Conducts new employee orientations, processes employment documentation packets, ensuring all required documents are filled out correctly, and answers questions of newly hired classified employees ensuring necessary information is provided.

Maintains eligibility, promotion, transfer, reinstatement, reemployment and other personnel lists.

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Answers questions from administrators, employees and the public to explain and interpret, the Collective Bargaining Agreement, Personnel Commission Rules and Regulations and personnel procedures associated with hiring, employment, promotion, transfer, layoff, evaluation and professional growth.

Researches rules, regulations, laws and internal policies and procedures to provide input related to recruitment and testing by identifying areas of concern, suggesting possible solutions and making preliminary recommendations to the Director, Human Resources.

Assists in conducting compensation surveys as directed using basic to intermediate spreadsheet tools and other related software.

May assist in gathering initial data related to job analysis and other classification matters.

Performs a wide variety of clerical tasks associated with record keeping of personnel transactions, including: receives and processes personnel requisitions; establishes and maintains personnel records and files to document hiring, assignment changes, substitute or temporary assignments, terminations and effecting general and special salary increases; prepares a wide variety of documents and reports.

Inputs, accesses, develops and maintains the classified employee database and retrieves information for routine and special reports as required.

Prepares letters, reports correspondence, and other documents and data.

Establishes, and maintains records and files and retrieves information, including inputting and accessing computer-based resources.

Posts and revises data and personnel records, including information of a sensitive and privileged nature.

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Operates a variety of office machines and equipment; including, a personal computer (PC), fax machine, typewriter, calculator, copiers and other duplicating equipment.

Assists in the planning of employment job fairs or other outreach activities.

Performs back-up duties to other Personnel Commission staff and attends meetings as required.

Performs other duties and functions as required to accomplish the objectives of the Human Resources department.

May provide classified employment verifications.

OTHER REPRESENTATIVE DUTIES:

May serve as a member of the switchboard relief team.

Responds to phone calls and walk-ins.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from the Director, Human Resources. Leadership and/or guidance may be provided by the Personnel Analyst.

Internal Contacts: Frequent contacts with all levels of classified and certificated staff in the District and all school sites. Provides leadership and/or guidance to subordinate positions assigned to the Human Resources Department.

External Contacts: Daily and continuing contact with other school districts and public agencies, applicants, vendors and the general public.

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KNOWLEDGE AND ABILITIES:

Knowledge of:

Principles, purposes, functions, policies and practices of public personnel administration, including but not limited to: testing administration, advertising methods and resources, including Internet and other electronic sources, proctoring techniques, position classification survey concepts and methods.

Basic operation of a variety of computer software including automated applicant tracking systems and testing-related programs, word processing, spreadsheet, database, Internet and E-mail computer applications.

Basic mathematics and statistical methods used in a personnel office.

Laws, rules, procedures and regulations related to selection, retention of classified employees in a Merit System school district.

Standard American English, usage, grammar, spelling, punctuation, and vocabulary.

Current office practices, methods, procedures, and terminology used in personnel administration.

Record-keeping techniques, filing system. procedures including electronic, and retention protocols.

Telephone techniques, usage and etiquette.

Audio-Visual equipment and other teleconferencing tools.

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Ability to:

Perform technical and responsible duties related to personnel activities.

Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff.

Maintain security of confidential and highly sensitive materials and privileged information.

Maintain confidentiality, use sound judgment and utilize discretion in a wide variety of situations and in all communications.

Collect, analyze and interpret data and prepare recommendations and reports;

Operate a variety of office and specialized equipment including a personal computer (PC), fax machine, typewriter, calculator, copiers and other duplicating equipment and effectively utilize word processing, spreadsheet, HR database, internet and E-mail software.

Perform mathematical calculations to determine test scores accurately.

Prepare reports, correspondence and other communications.

Carry out oral and written instructions, and plan, organize and prioritize work.

Communicate effectively, orally and in writing ensuring a clear and concise message.

Establish and maintain effective interpersonal and cooperative relationships using tact, patience and courtesy by working cooperatively, effectively, efficiently with and providing quality customer service to coworkers, administrators, employee representatives, the general public and with others contacted in the course of business.

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Organize multiple projects and meet diverse tasks with varying deadlines.

Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

Be responsive to the needs of all clients and customers while balancing the requirements of the Personnel Commission, the Education Code, the labor agreement and established Board policies and practices.

Perform work independently with minimal supervision.

EDUCATION AND EXPERIENCE:

(1) Completion of college-level coursework, equivalent to an A. A. degree from an accredited college in labor relations, human resources administration, personnel administration, business administration or a closely related field; (2) three years of increasingly responsible office/clerical support staff duties, with at least one year in a comparable personnel office setting, preferably in a school district or a public agency with a merit system or civil service selection system; or (3) a combination of education and experience which has provided a sufficient level of competency in order to successfully perform the overall duties and responsibilities of this class.

A Certificate in Personnel Administration issued from an accredited community college, university or any adult education program licensed by the state is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's license and a reliable insured motor vehicle for personal transportation.

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PHYSICAL DEMANDS:

While performing duties of this job, the employee is regularly required to sit; repetitively use fingers on both hands simultaneously; reach with hands and arms; talk or communicate clearly and is able to understand normal voice conversation. The employee is frequently required to stand, walk, stoop, kneel, and crouch. The employee must frequently and safely lift, carry and/or move up to 25 pounds and occasionally safely lift, carry and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to see small details in an office environment.

PREPARED BY:	Classified Personnel Department	DATE: 2/1989
APPROVED BY:	Board of Trustees	DATE: 5/11/1989
APPROVED BY:	Personnel Commission	DATE: 5/11/1989
REVISED:	Personnel Commission	DATE: 2/22/2000
REVISED:	Personnel Commission	DATE: 1/25/2005
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