SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: PERSONNEL TECHNICIAN
CLASS CODE: 912

CHARACTERISTICS OF THE CLASS:
Under general direction, performs specialized and technical tasks in interpretation and application of certificated/classified positions; performs related duties as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class).
Evaluates and verifies college transcripts and experience records; determines appropriate salary schedule placement; prepares certificated management employment contracts and amendments; initiates periodic corrections based on completion of additional units, degrees, work year changes, longevity and annual increments; prepares documents for payment of special assignments and stipends; interprets laws and regulations pertaining to credential requirements and assists certificated personnel in obtaining or renewing credentials; verifies all personnel are properly credentialed and alerts supervisor when problems must be resolved; maintains order of employment and credential records; notifies certificated personnel of credential expiration dates; assures new employees complete all necessary documents including contracts, loyalty oaths, W-4 forms, data processing source documents, and other information; maintains records on status, probationary periods and tenure of certificated employees; maintains position control listings of all authorized certificated/classified positions; reviews personnel requisitions, verifies authorization, vacancy, and position profile; posts to position control records, adding/deleting positions or changing profiles as authorized; calculates school staffing entitlements based on projected enrollments; prepares a variety of reports or special studies including statistical data for federal and state government or other agencies on employment, ethnic composition, and salaries; explains and interprets personnel policies, procedures, collective bargaining contracts, and salary schedules; initiates personnel documents on employee leaves and terminations; -posts to personnel files and other records; composes routine correspondence and bulletins; operates typewriter, data entry terminal, calculator and standard office machines; may direct the work of subordinate employees.

QUALIFICATIONS:

**Education and Experience:**
Increasingly responsible clerical experience which included public contact and statistical or computational responsibility, preferably in a central personnel office.

**Knowledge and Abilities:**
Knowledge of office practices, procedures, telephone techniques;
Knowledge of English usage, spelling, grammar, punctuation, and composition;
Knowledge of basic statistical concepts;
Ability to learn, interpret and apply personnel policies, laws, regulations, State Education
Code, collective bargaining contracts, and credentialing requirements;
Ability to apply mathematical concepts including the use of fractions;
Ability to type accurately, operate calculators and other office machines;
Ability to follow complex verbal and written instructions with a minimum of direction;
Ability to analyze and interpret data, draw logical conclusions, and prepare clear and
concise reports;
Ability to explain procedures clearly and accurately and communicate verbally in situations
requiring tact, diplomacy and discretion;
Ability to perform research, compiling information from a variety of sources;
Ability to establish and maintain effective working relationships with administrators, staff,
and other agencies.

Physical Characteristics:
With or without the use of aids: sufficient dexterity to write, operate telephone, typewriter,
office machines; sufficient hearing to hear normal and telephone conversations; sufficient
vision to see small print.

Board Approved: 4/9/74
10/27/81