



## JOB DESCRIPTION

**Position Code:** PRSNL TECH  
**Bargaining Group:** CSGE  
**Salary Range:** 29  
**Work Calendar:** 0001  
Page 1 of 2

**POSITION TITLE:** PERSONNEL TECHNICIAN

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

**DIRECTLY RESPONSIBLE TO:** Human Resources Director

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

- 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, Skills, 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.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environment.
- Moderate Noise.
- Continuous contact with staff.

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Communicate to exchange information both in person, in small groups, and/or on the telephone.
- Inspect documents and other written materials with fine print.
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time.
- Operate office equipment requiring repetitive hand movement and fine coordination.

### Other Characteristics:

- Ability to work additional hours and weekends on occasion.

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

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