

PERSONNEL TECHNICIAN

DEFINITION

Under general supervision, to perform complex and responsible clerical work in the preparation, processing, evaluating, and maintaining of both certificated and classified personnel records, documents, and reports, and related duties as required.

DISTINGUISHING CHARACTERISTICS

Under the supervision of the Director of Personnel, the incumbent also serves the accounting department and the certificated personnel department by maintaining joint personnel/accounting employee file folders; an incumbent has the responsibility for carrying out a relatively complex group of personnel and payroll functions; Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand sound judgment and adaptability on the part of the incumbent; incumbent is expected to solve independently a variety of problems relating to the pay and records maintained and the procedures followed. Although supervision is immediately available, it is generally exercised only through review of completed work and the incumbent is expected to identify those problems which require attention of supervisory personnel.

ESSENTIAL FUNCTIONS:

Processes all new employees and establishes employment record.

Maintains personnel/accounting file for every District employee.

Maintains account records of all absences for certificated and classified employees.

Prepares and submits to the Accounting Department documentation on which salary payment adjustments to employees are based.

Maintains seniority lists for classified employees.

Provides information in person and by telephone to classified employees relating to salary and leave status.

Updates salaries of classified personnel as they meet advancement requirements on the salary schedule.

Maintains District organizational table of budgeted classified positions and contingency labor, and checks all requisitions and payments for employees against budgetary allocations and coding.

Coordinates closely with the Accounting Department on payroll and personnel file matters.

Maintains follow-up on reimbursable absences such as those involving industrial accident injuries and jury duty.

Prepares responses to unemployment compensation benefit inquiries.

Prepares notices to employees regarding leave balances in accordance with established procedures.

QUALIFICATIONS

Knowledge of:

Modern office methods and practices, including filing systems, telephone techniques, business forms, letter writing, and typing techniques; District Personnel rules and procedures; correct English usage, spelling, grammar, and punctuation; business arithmetic and elementary statistics.

Ability to:

Perform difficult and responsible clerical and accounting work involving the exercise of independent judgment; perform routine clerical and administrative duties; make arithmetical computations with speed and accuracy; operate office equipment; understand and carry out complex oral and written instructions; deal effectively and responsibly with personnel situations requiring diplomacy, friendliness, poise, and firmness; type at a speed of 30 words per minute from clear copy containing a large percentage of numerical or tabular data; compose correspondence independently; knowledge of or ability to learn the operation of word processing equipment and basic on-line data terminals.

Experience:

Two years of broad, varied, and increasingly responsible experience involving personnel administrative procedures.

Education:

Equivalent to completion of the twelfth grade.

Revised: 11/22/93