

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Human Resources Technician (Certificated)

Reports to: Department Administrator

Classification: Classified Confidential

FLSA: Exempt

Range: Classified Confidential Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

Three years of experience in stenographic and clerical work, preferably in a school district.

Education:

High school diploma or equivalent. Two years of college work in business courses or equivalent.

SUMMARY

Under the supervision assigned by the Personnel Administrator, assumes responsibility for all certificated employees records of transcripts and assignment. Performs clerical and secretarial duties as required for confidential personnel files. Assists with Policy development and maintains liaison with County Office. Performs other duties as may be assigned.

SPECIFIC RESPONSIBILITIES

1. Maintains all certificated employee records;
2. Ensures confidentiality of employee files;
3. Records transcripts and changes of classifications;
4. Assists with Policy and regulation development;
5. Performs clerical and secretarial duties;
6. Maintains records for credentials and certifications;
7. Maintains monthly personnel records/reports;
8. Assists with recruitment, employment and assignment;
9. Performs liaison function with County Office;
10. Performs other related duties assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Methods, practices and procedures of office work,
- business machines and filing systems;
- credentials and certification procedures and requirements.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

AK:wmd

Approved: August 10, 1982

04/00

Ability to:

- Type at a rate of 55 words per minute,
- perform clerical work involving independent judgment and initiative;
- plan own work schedule;
- meet and deal with staff members;
- use good oral and written English grammar and assist with administration of certificated personnel functions.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

AK:wmd

Approved: August 10, 1982

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