

**FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
RANGE 23**

PERSONNEL TECHNICIAN I

JOB SUMMARY

Under general supervision performs complex technical personnel work in the areas of recruitment, examination, new employee processing, and financial and statistical data preparation; maintains personnel records and files; provides information and assistance to District staff, applicants and the general public relative to personnel matters.

EXAMPLES OF DUTIES

Classified Personnel:

Assists in the processing of new employee hires and employee reassignments; may monitor the status of employees on leave of absence, FMLA leave and reemployment lists; assists in the processing of longevity and step increases; assists in the preparation of recruitments and applications processing; provides employment verification; administers tests to candidates and performs other related duties as directed.

Certificated Personnel:

Assists in providing advice concerning certification requirements; assists in the completion of necessary documents to aid certificated employees in obtaining a teaching credential or to renew a teaching credential; assists in the maintenance of records relative to the expiration of teaching certificates; assists in the registration of credentials; answers questions and interprets technical matters concerning the certification process; processes necessary documentation in securing temporary county certificates; performs other related duties as directed.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school supplemented by courses in Human Resources and related area and three years increasingly responsible clerical experience. Prior experience in personnel desired.

Knowledge of: Modern office procedures including computers and assigned software, calculators, typewriters; filing systems and telephone techniques; oral and written communication skills; English usage, grammar, punctuation and spelling; simple statistical methods including preparation of forms and data analysis; laws, rules and regulations governing assigned human resources functions; basic research methods; interpersonal skills using tact, patience and courtesy; general personnel practices.

Ability to: Interpret and apply personnel practices, District policy, rules, regulations and related law, analyze data and perform mathematical computations, prepare and edit reports and other materials; compose simple letters independently; communicate effectively with officials, employees and the general public; exercise discretion and judgment in handling personnel information; use microcomputers, computer terminals, calculators, typewriters and other standard office equipment; establish and maintain effective relationships with others. Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

PHYSICAL STANDARDS:

Work Environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work Environment: While the noise level in this office environment is usually quiet, the position is subject to constant interruption and is in direct contact with the public and other employees. Negative interactions resulting from these contacts can result in stressful situations. This position is a high volume position and may work without direct supervision.

Physical Demands: The physical demands of the position include the ability to sit for extended periods of time, stand, bend and reach. This is a technical/clerical position and requires the repetitive use of fingers and hands. Also required are hearing and speaking ability sufficient to provide information via phone, personal contact, fax and email and specific vision abilities including close vision, depth perception and the ability to focus.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.