

PERSONNEL TECHNICIAN II

JOB SUMMARY

Under administrative supervision performs highly skilled, technical personnel work related to recruitment, new employee processing, financial and statistical data preparation and personnel record and file maintenance; monitors certificated assignments, applications and renewals to assure compliance with credential requirements; assists in the planning, development and administering of examinations and related tasks; provides information and assistance to District staff, applicants and the general public relative to personnel matters. May direct the work of the Personnel Technician I.

EXAMPLES OF DUTIES

Processes new employee hires and employee reassignments; monitors the status of employees on leave of absence, FMLA leave and reemployment lists; processes longevity and step increases; prepares recruitments and processes applications; assists in the construction of tests and administers tests to candidates; prepares eligibility lists and schedules applicant interviews; provides advice and counsel concerning credentialing requirements; answers questions and interprets technical matters concerning the certification process; assists in the completion of necessary documents to aid certificated employees in obtaining a teaching credential or to renew a teaching credential; establishes and maintains records relative to the expiration of teaching certificates; assists in the registration of credentials; serves as a liaison between the District and the Commission on Teacher Credentialing; processes necessary documentation in securing temporary county certificates; prepares for federal, state and county credential audits; composes independent correspondence regarding the certification process or related matters; prepares the personnel action materials for the Board of Education agenda and performs other related duties as directed.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school supplemented by college level courses or advanced training in Human Resources and related areas and five years increasingly responsible clerical experience, including at least one year in personnel.

Knowledge of: Modern office procedures and equipment including computers and assigned software, calculators and 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; principles of selection and testing; 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, federal, state and District policy, rules, regulations and related law; maintain personnel files; analyze data and perform mathematical computations, prepare and edit reports and other materials; compose letters independently; communicate effectively with officials, employees and the general public; exercise discretion

and judgment in handling personnel information; use computers and assigned software, calculators, typewriters and other standard office equipment; establish and maintain effective working relationships with others; Perform a variety of technical duties in either area of classified or certificated personnel; develop, distribute and process personnel documents. 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.