

Dry Creek Joint Elementary School District

Job Description

POSITION TITLE: PERSONNEL TECHNICIAN

Classification:	Confidential	Work Year:	251 Days
Department:	Human Resources	Board Approval:	12/13/2021
Reports To:	Director of Human Resources	Revision:	12/13/2021
Salary Range:	Confidential Salary Schedule		

BASIC FUNCTION:

To perform clerical work related to personnel record keeping, reporting, employment processing activities, and benefit plans.

DISTINGUISHING CHARACTERISTICS:

This job class has been designated "Confidential" by the Board of Trustees in accordance with the Rodda Act.

REPRESENTATIVE DUTIES:

- Prepares, processes, and accesses confidential information that is used to contribute to the development of management positions with respect to employer-employee relations.
- Maintain personnel records including applications, references, experience data, and evaluations.
- Maintain master list of all District employees.
- Maintain seniority lists.
- Maintain employee records and notify employees of expiration dates for credentials, TB tests, bus driver certificates, etc.
- Maintain affirmative action records.
- Provide orientation for new employees to explain required employment and benefit forms.
- Provide information to employees about benefit plans and options.
- Develop and distribute recruitment bulletins for substitutes' employment.
- Review for appropriate credentials and qualifications of applicants.
- Review and apply appropriate regulations and contracts.
- Prepare and maintain contracts of employment for administrative approval.
- Prepare personnel related reports.
- Prepare unemployment, workers' compensation, and health insurance forms.
- Provide information regarding benefit options (e.g., COBRA, Early Retirement) and STRS/PERS to employees who leave District service.
- Prepare informational letters to employees regarding salary/benefit changes.
- Perform other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Education and/or experience equivalent to at least two years of college

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Provide personal automobile

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District policies and procedures affecting personnel records and rights;
- Modern office methods, practices and procedures;
- Current computer software applications;
- Proper English usage, grammar, punctuation, and spelling.

ABILITY TO:

- Remain up-to-date on District policies, regulations, and technical procedures used for employment records;
- Understand and carry out directions in an independent manner;
- Type accurately at a rate required for successful job performance;
- Operate standard office machines and equipment including computer, calculator, and copy machine;
- Establish a variety of record keeping systems and files;
- Prepare a variety of financial and statistical reports related to payroll, leaves, and employee benefits;
- Communicate effectively in both oral and written form;
- Establish and maintain effective professional relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements;
- Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment;
- Seeing to read and assure accuracy of financial records and documents;
- Hearing and speaking to exchange information;
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.