

PERSONNEL COMMISSION TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and administrative personnel functions related to the recruitment, selection, classification, and compensation of County Office of Education (Office) classified employees under Merit System guidelines; provides technical support to Office personnel commission services, applicants, and the public regarding personnel functions; provides complex administrative support to the Executive Director and Personnel Commission; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisor or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of personnel commission programs and activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of complex technical and specialized personnel functions related to the recruitment, selection, classification, and compensation of classified personnel; serves as a technical resource to Office personnel, applicants, and the public regarding personnel functions in classified employment; responds to inquiries and provides technical information concerning recruitment processes, policies, procedures, and Merit System Rules and Regulations.
- Provides administrative support to relieve the Personnel Commission administrator of administrative and clerical details; plans, coordinates, and organizes office activities and coordinates flow of communications and information; ensures smooth and efficient office operations and related functions comply with established laws, rules, regulations, policies, and procedures.
- Receives, screens, and evaluates applications for minimum qualifications to determine eligibility; prepares and distributes acceptance and rejections notifications to applicants as appropriate.
- Coordinates and schedules interview panels to determine eligibility of candidates as assigned; reviews and accepts or rejects job applicants according to requirements established within class specifications.
- Drafts, reviews, edits, and revises job postings and recruitment announcements regarding vacant classified positions in accordance with Merit System Rules & Regulations and collective bargaining agreements; schedules and proctors written examinations and oral examinations as requested;

explains candidate application, qualification, and examination requirements; notifies candidates of examination dates; tabulates scores and notifies candidates of examination results and selection decisions; and assists in the preparation and maintenance of eligibility lists and the certification process.

- Prepares, assembles, and distributes agenda packets for monthly Personnel Commission meetings; attends meetings and serves as recording secretary in a prescribed manner; prepares and distributes minutes; maintains account of Personnel Commission activities; and assists in the preparation of the annual report.
- Assists with salary surveys and classification and compensation reviews; prepares recommendations regarding job titles and salary placement; prepares and updates job descriptions as assigned.
- Conducts employment onboarding for new and promotional classified appointments; explains, collects, distributes, and processes various employment forms and applications; prepares materials, documents, and forms to process new hire and promotional appointments, and distributes applicable employment information to payroll and other departments.
- Assists in the recruitment and onboarding of substitutes including limited term and provisional employees to cover employee absences or for short-term needs, processes new hire substitutes, limited term, and provisional employee applications.
- Performs a variety of clerical accounting duties as assigned; monitors funds for income and expenditures; calculates, prepares, and revises accounting and budgetary data; maintains financial and statistical records and files.
- Provides administrative support to the Executive Director or assigned Administrator; maintains appointments, schedules, and calendars and schedules meetings as assigned; provides information and assistance to callers, visitors, staff, and the public; coordinates travel arrangements and hotel reservations; processes reimbursement claims; reserves facilities and equipment for meetings and other events.
- Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; prepares, processes and codes purchase orders and invoices as assigned; arranges for billings and payments as directed.
- Attends and participates in a variety of meetings and in-services as assigned; attends job fairs and other recruitment activities as assigned.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree with major coursework in human resources, public administration, or a closely related field.

Experience:

- Two (2) years of increasingly responsible experience in recruitment and/or classification, preferably in a public personnel office, or a closely related field.

Licenses and Certifications:

This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

Knowledge of:

- Principles, practices, guidelines, and regulations relating to recruitment selection processes for classified employees.
- Methods, procedures, and terminology used in clerical accounting work.
- Human resources office functions, practices, and procedures.
- Organizational personnel policies and procedures.
- Techniques and tools used in administering employee examinations, screening, and position classifications.
- Record keeping and report preparation techniques.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- SMCOE and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of specialized duties in employment examination, recruitment, screening, selection, and classification and compensation.
- Perform a variety of complex administrative support duties to relieve the Executive Director of administrative and clerical detail.
- Serve as a technical resource to employees regarding Merit System rules, personnel functions, activities, and requirements.
- Learn key concepts related to occupational exam development, and current recruitment strategies.
- Perform a variety of clerical accounting duties in support of the department.
- Establish and maintain manual and automated employee records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.