PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6980
Pay Grade: D11

FLSA: Non- Exempt

PERSONNEL TECHNICIAN

REPORTS TO:
Chief Human Resources Officer
Executive Director, Human Resources

SUPERVISES:
Not Applicable

QUALIFICATIONS:
Graduation from high school or possession of a GED and a minimum of five (5) years of experience in Human Resources or related field. Must have excellent verbal and written communication skills, proficient with Microsoft Office Suite or related software.

MAJOR FUNCTION

Performs highly responsible, advanced, complex, clerical, or technical duties involving records maintenance and upkeep in a specialized area such as personnel administration or support services employment. Functions are varied and require exercising independent judgment. Work is performed under general direction and is reviewed through observation and evaluation of work performed.

ESSENTIAL RESPONSIBILITIES

- Applies a thorough knowledge and advanced understanding of the applicable practices, methods, statutes, administrative rules, regulations, policies, procedures, and guidelines relating to the area of assignment.
- Maintains complex, specialized, files, records, and technical documentation related to Human Resources functions and assigned program areas.
- Prepares, reviews, compiles, and maintains operational, statistical, personnel, certification, and compliance-related reports, records, and documentation utilizing district software systems and databases.
- Acts as liaison between Human Resources and district, school-based, and external stakeholders regarding personnel processes, records, and assigned functions.
- Provides assistance, interpretation, and guidance regarding Human Resources processes, policies, procedures, certification requirements, personnel actions, and related operational matters to employees, administrators, applicants, and stakeholders both orally and in writing.
- Applies knowledge of principles, practices, procedures, regulations, and compliance applicable to Human Resources.
- Proficient with or the ability to quickly learn the organization's Enterprise Resource Planning (ERP), to include Human Resources Information Systems (HRIS) and employee management software.
- Maintains working knowledge of applicable state, district, and program requirements related to personnel actions, certification, compliance, and assigned Human Resources functions.
- Coordinates assigned timelines, meetings, communications, agendas, and related documentation in support of departmental and organizational functions.
- Oversees development and coordination of assigned materials, reports, and supporting documentation for the school board agenda.
- Processes and monitors personnel-related actions including employment changes, onboarding, certification, and compliance-related matters in accordance with school board policy and applicable procedures.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district. *Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 6/74; REVISED: 12/79 SSN; REVISED: 7/82 PAS; BOARD APPROVED: 9/22/82; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED (MF and D & R): 4/01 PBL; REVISED WC: 5/04 LM; REVISED FORMAT, MQ, MF, ER 08/18/23 PT; BOARD APPROVED: 09/26/2023; REVISED: ER 05/22/26 MV

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					x
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				