LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Personnel Specialist
Job Description

Job Summary:

Under the direction of the Executive Director of Personnel Services, serves as a confidential administrative assistant responsible for planning, organizing, and carrying out a comprehensive program of personnel management functions relating to assignment of classified personnel; performs technical and specialized functions in support of the employment and processing of District classified employees; maintains communication among school sites, classified staff members, administration, the Riverside County Office of Education; compiles information for personnel reports and portions of board agendas; prepares information to assist administrative decisions; and performs a wide variety of responsible clerical and technical work related to the No Child Left Behind (NCLB) Act.

Minimum Required Qualifications:

1. Education/Experience: Any combination equivalent to: graduation from high school supplemented by one year at the college/university-level coursework in business, office management, or a related field and/or four (4) years of responsible secretarial/ administrative assistance experience involving public contact
2. Knowledge of: Functions and secretarial options of an administrative office; Fundamental principles, techniques, and procedures of personnel administration; District organization, operations, policies, and objectives; Applicable employment laws, labor and education codes, rules, and regulations, including recruiting, work schedules, and maintaining of records for all classified employees and applicants; Report preparation techniques; Correct English usage, grammar, spelling, punctuation, and vocabulary; Oral and written communication skills; Interpersonal skills using tact, patience, and courtesy; Telephone techniques and etiquette; Basic public relations techniques; Operation of a computer and assigned software; Methods of collecting and organizing data and information; and Business letter/report writing techniques; Collective Bargaining, mediation, and arbitration desirable.
3. Licenses/Testing: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance, and negative pre-employment drug screen test/negative TB results; Certification of a typing/keyboarding assessment at a minimum of fifty (50) words a minute; shorthand experience preferred

Duties & Responsibilities:

The Personnel Technician provides District-wide leadership and supervision in the following areas:

- Performs complex and confidential secretarial and administrative assistance duties to relieve the administrator of secretarial and administrative detail; Assists in a comprehensive program of certification and assignment of classified personnel inclusive of the NCLB Act; Maintains confidentiality of privileged and sensitive information (E);
- Researches and compiles a variety of information; computes statistical information for various Federal, State, and District reports; Processes and evaluates a variety of forms related to assigned functions (E);
- Researches Education Code, Title 5, and other personnel related State and Federal laws, inclusive of Governing Board Policies/Administrative Regulations/Exhibits as needed (E);
- Composes, independently or from note/rough draft, a variety of materials including those of a confidential nature such as inter-office communications, applications, requisitions, forms, letters, contracts, special projects, legal documents, and other materials; Establishes and maintains a variety of complex personnel records, lists, files and records including confidential materials as directed (E);
- Assists with conducting surveys relating to salaries and positions for classified personnel projects and negotiations (E);

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- Receives visitors, including administrators, staff, parents, and the public while providing optimal customer service; Provides detailed and technical information concerning policies, procedures, collective bargaining agreements, where judgment, knowledge, and interpretation of procedures and regulations are required or redirects to appropriate personnel/department (E);
- Assures timely communications between assigned office and District employees; Resolves issues as appropriate; Diffuses difficult situations and then refers to the appropriate administrator (E);
- Prepares and processes documents and information relating to collective bargaining activities including employee relations, grievances, and negotiations; maintains confidentiality regarding issues related to negotiations and other collective bargaining matters; (E);
- Submits agenda items and back-up materials timely to the Executive Director's Administrative Secretary in preparation to develop the monthly personnel report; Prepares charts and statistical information as needed; Attends meetings upon request (E);
- Monitors and conducts audits of paraeducator assignments to determine compliance; Notifies appropriate administrators of incorrect assignments and provides options to correct (E);
- Performs employment processes (e.g. recruitment, screening, testing, interviewing, etc.)for proper authorization and assignment; Assists with the orientation of new classified employees; Revises job descriptions as position needs evolve (E);
- Analyzes, calculates and evaluates information (e.g. salary, TB test, Department of Justice (DOJ) fingerprint clearance, and Drug test compliance, longevity, probationary period, on-going eligibility requirements, certifications, licenses etc.) to ensure accuracy of employee's compensation and maintenance of employee's eligibility for position (E);
- Maintains employee records (e.g. confidential files, emergency cards, test scores, applications, etc.) to comply with all federal/state/county regulations (E);
- Hires new classified staff members while holding orientation and ensuring completion of all necessary paperwork; Collects/reads/analyzes transcripts when applicable and verifies previous employment ensuring proper placement on the appropriate salary schedule; Ensures accuracy to updating the classified personnel services database; (E);
- Verifies summer school assignments for No Child Left Behind and CBA compliance (E);
- Coordinates with RCOE and the Payroll Office to ensure accurate monthly payroll (E);
- Operates a variety of office equipment including a copier, fax machine, and keyboard; Operates a computer and assigned software programs to ensure employee databases are accurate, up-to-date, and accessible to query staffing reports, lists, due dates related to Personnel functions, and other documents as assigned; Records information and generates lists, reports, and other materials as assigned (E);
- Develops and implements office procedures relevant to the position to assure complete, accurate, and timely operations; Creates office forms which facilitate work flow (E);
- Establishes and maintains cooperative working relationships with others; Works collaboratively with the Superintendent, Board of Trustees, Cabinet, District Office staff members, principals, faculty, staff, parents, and community in a professional and courteous manner (E);
- Utilizes technology to maximize job performance; Prioritizes and manages a variety of complex tasks and analyzes situations accurately and adopts an effective course of action (E);

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- Exercises independent judgment in the use and interpretation and administration of District policies/procedures and the CSEA/LEUSD Collective Bargaining Agreement; Works independently with minimal direction (E);
- Attends Governing Board meetings upon request; Acts as a back up to the Senior Personnel Clerk (E);
- Assists with the on-going Governing Board Policies/Administrative Regulations and/or Exhibits updates, as well as develops and/or develops position manuals (E);
- Creates related letters and reports accurately; Prepares these reports by finding, assembling, and summarizing information and data; Reads and shares correspondence related to compliance and State/Federal laws; Assists with production and compilation of statistical and compensation surveys and reports; Determines eligibility for anniversary increases and longevity compensation; Answers inquiries from and provides employment information for the RCOE (E);
- Establishes a communication network with other District/County-wide Personnel Technicians;
- Conducts reference checks on employee candidates as directed; Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities; Assists assigned administrator by performing research and special projects as requested; Attends and participates in a variety of staff development and meetings to convey and/or gather information required to perform employment functions;
- Performs other related duties as assigned

Working Conditions:

1. Environment:
    a. Office environment at the District Office
    b. Demanding timelines/Subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and operate standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally reaching overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

Salary/Work Year:
Commensurate to Lake Elsinore Unified School District Confidential Salary Schedule/245 days: FLSA Exempt

Supervision:
Executive Director of Personnel Services

Reviewed: 12/10/09
Approved: 1/21/10

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