

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
PERSONNEL TECHNICIAN, CONFIDENTIAL

DEFINITION

Under general supervision, performs varied and complex technical and clerical duties in support of certificated and/or classified personnel services. Performs recruitment and selection, testing, credentialing, employment separation and other personnel transactions, contract administration, and related records management, correspondence and reports.

CLASS CHARACTERISTICS

Personnel Technician performs a wide variety of responsible clerical and technical duties according to established guidelines and procedures, exercises good judgment and discretion in handling problems, and work under the direction of the Executive Director. The Personnel Technician has high levels of responsibility, independence of action, and consequence of error.

EXAMPLES OF DUTIES

- Establish, update and maintain individual employee records and files.
- Type and distribute job vacancy notices, schedule and prepare interviews and materials.
- Review and screen applications to ensure completeness and verify that applicants meet minimum qualification standards.
- Review and have working knowledge of policies, regulations, and guidelines pertaining to personnel functions.
- Participate in research and development functions and activities, including surveys.
- Prepare and maintain a variety of employee records and files, e.g. personnel files, test scores, application and recruitment, seniority, evaluations, reemployment, credentials, etc.
- Calculate and maintain pertinent employee information, i.e. compensation, probationary period, on-going eligibility requirements (certifications, licenses, etc.), workers compensation records, blood-borne pathogens records, extra duty, coaching assignments, etc.
- Arrange correspondence for supervisor's personal reply, with appropriate background materials available for reference.
- Input and update data for a manual or computerized employee record management, storage, and retrieval system.
- Maintain, operate and provide in-service regarding automated substitute calling system; receive and log requests for certificated/classified substitutes.
- Assign qualified substitutes to identified job assignments, monitor and record substitute assignment and refusals.
- Compile, prepare, organize, and type a variety of documents and reports.
- Review and screen incoming correspondence and independently respond, with general instructions, to routine correspondence concerning a wide range of subjects.
- Receive and respond to inquiries from internal and external customers.
- Provide technical assistance regarding credentialing issues (e.g. completing applications, answering questions, etc.), for the purpose of ensuring that certificated staff and substitute teachers are properly credentialed.
- Evaluate and monitor NCLB compliance of certificated/classified staff and maintain documents and general annual reports related to NCLB compliance.

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- Provide assistance to certificated/classified staff regarding types of leaves of absences (personal, medical, parental, FMLA, etc.) and benefits associated with leaves.
- Maintain a high rate of daily attendance to assure assignments are completed.
- Other related work as required.

LICENSES REQUIRED

Possess a valid California Driver's License and evidence of insurability, TB test clearance, Criminal Justice Fingerprint Clearance.

QUALIFICATIONS

Skills:

1. Operate word processing applications including spread sheets; exercise sound judgment in interpreting and applying existing laws, policies, rules, regulations, and procedures.
2. Make arithmetical calculations; follow written and oral instructions; analyze situations and adopt an effective course of action; prepare reports and maintain records; meet the public tactfully and courteously; compose correspondence; show initiative in planning work.

Knowledge of:

1. Modern office methods, procedures, terminology, techniques, and equipment, including automated record management storage, filing and retrieval systems.
2. Receptionist and telephone techniques, correspondence and report writing.
3. Correct English usage, grammar, spelling, and punctuation.
4. Basic methods and techniques of organization and planning.
5. California Education Code provisions, board policies and federal/state/county regulations.
6. Operational procedures and guidelines pertaining to personnel management functions and activities.

Ability to:

1. Learn, interpret, and apply policies, rules and federal/state/county regulations, and operational procedures.
2. Perform varied and complex personnel clerical work.
3. Effectively and efficiently operate computers, use appropriate software, and operate other machines and equipment.
4. Compose correspondence independently.
5. Organize and prioritize assignments and follow through independently.
6. Meet deadlines and adapt to changing needs.
7. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports.
8. Type or keyboard at a net corrected speed of 50 words per minute.
9. Understand and carry out oral and written directions.
10. Establish and maintain cooperative-working relationships.
11. Communicate effectively both orally and in written form in a clear and concise manner.
12. Work with discretion and in confidence.

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TRAINING AND EXPERIENCE

One year of responsible technical personnel work or three years of increasingly responsible experience performing complex technical work. An AA degree or higher or twenty-four units in Human Resources or Business Administration may be credited in lieu of the experience requirement.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical:

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally; up to 5-10 lbs.; paperwork, files, office supplies. Seldom; boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping, fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

Mental

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling and punctuation.

Work Conditions

Location: Work is performed in a climate-controlled office setting.

Hazards: None noted.

Equipment Used: Personal computer, printer, copier, telephone, fax other general office equipment.

SALARY LEVEL

Range 28 of the Confidential Salary Schedule.