



Classification Specification

PERSONNEL TECHNICIAN II

Department:	Personnel Services
Reports To:	Director of Personnel Services
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2013, 2020

General Description:

Perform a variety of journey-level specialized duties in the recruitment, screening, selection, classification, and processing of certificated and classified staff; serve as a technical resource to employees regarding personnel functions, Personnel Commission, activities, laws, codes, rules, regulations, policies, and procedures; assist with district health and welfare benefits programs. This position is designated as a confidential position.

Distinguishing Characteristics:

The Personnel Technician II classification is the journey-level classification in the job series and is expected to independently perform more complex and varied duties in support of personnel operations and activities. Incumbents at this level receive only occasional instructions or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit.

The Personnel Technician I classification is the entry-level classification in the job series. This class is distinguished from Personnel Technician II in that the Personnel Technician I class performs the more routine duties as assigned. Incumbents at this level are not expected to perform with the same independence of direction and judgment as incumbents assigned to the Personnel Technician II level.

Essential Duties and Responsibilities:

- Perform a variety of specialized duties in the recruitment, testing, screening, selection, classification, and processing of new certificated and classified personnel; assure related activities comply with established laws, codes, rules, regulations, merit system rules and regulations, policies, and procedures; resolve a variety of personnel-related issues and concerns.
- Serve as a technical resource to employees regarding personnel functions, credential eligibility, benefits, activities and requirements; respond to inquiries, resolve issues and conflicts, and provide technical and detailed information concerning related laws, codes, rules, regulations, practices, policies, and procedures.

- Process new personnel; prepare and explain employee paperwork, fingerprinting procedures and physical requirements; distribute, collect, and process various forms and applications; arrange and follow-up for clearance on fingerprints, physicals, examinations, and other employment matters.
- Establish and maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, testing, transfers, promotions, seniority lists, terminations, salary increases, evaluations, and other employee information.
- Enroll employees in employee benefit programs according to established standards, requirements and procedures; monitor and calculate hours and time from date of hire to determine employee eligibility; cancel benefit plans as appropriate.
- Assist with processing renewal applications, temporary certificates, and clearances for general credentials and permits; assist with processing emergency substitute credentials as requested; communicate with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.
- Input a variety of employee information into an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.
- Assist in the development, implementation, and evaluation of human resources policies, standards and procedures to enhance departmental efficiency; develop forms and documents to meet departmental needs; research a variety of personnel information and requirements as needed.
- Prepare and distribute a variety of announcements for job openings and other recruitment information; establish recruitment timelines; review applications for minimum qualifications and completeness; verify eligibility and background information of applicants.
- Conduct orientations and provide information to new employees regarding vacation days, sick days, benefits, and organizational rules and regulations; prepare and distribute correspondence and informational materials as directed.
- Monitor employee status concerning salary increases and probationary periods; notify payroll of salary, longevity, and professional growth increases.
- Assist with classification studies and salary surveys as required; prepare and maintain detailed job descriptions for assigned classified and certificated positions as assigned.
- Research, compile, and provide a variety of information for reports, special projects, interviews, board meetings, employee orientations, and other personnel-related functions.
- Prepare and maintain a variety of electronic records, reports and files related to recruitment, advertisements and assigned activities; maintain eligibility lists as required; prepare and place recruitment and other informational materials on the internet and various other media as required.
- Compile Personnel Commission agenda items; prepares the agenda for meetings; prepare and distributes Personnel Commission materials to the appropriate parties; take and prepare and maintains Personnel Commission minutes as required by law.
- Prepare special recognition awards and certificates including, but not limited to, public school awards, teachers of the year and classified employees of the year.
- Prepare annual report of the personnel commission.
- Operate a variety of office equipment, including a computer, and assigned software.
- Communicate with personnel and a variety of outside agencies to exchange information and resolve issues or concerns.

- Attend and participate in various meetings as assigned; prepare Personnel Commission agenda materials and packets as required.
- Maintain confidentiality of sensitive and privileged information.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Human resources office functions, practices, and procedures.
- Personnel Commission rules and regulations classified collective bargaining agreements and board.
- Policies and Education Code related to school district employment.
- Practices and procedures related to classified personnel.
- Principles, techniques, procedures, and terminology involved in the recruitment, screening, selection, classification, and processing of new personnel.
- Credential requirements, regulations, and updates on the credentialing process.
- Health benefit coverage policies practices.
- Applicable laws, codes, rules, regulations, policies, and procedures.
- Operations, policies, and objectives relating to human resources activities.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Organizational operations, policies and objectives.
- Modern office procedures and record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Perform a variety of specialized duties in the recruitment, screening, selection, classification, and processing of new personnel.
- Serve as a technical resource to employees regarding personnel functions, activities, and requirements.
- Establish and maintain manual and automated employee records and files.
- Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Compile and verify data and prepare reports.
- Prepare announcements for job openings and place advertisements.
- Distribute, screen, and process employment applications and other personnel-related documents.
- Process new personnel and conduct employee orientations as assigned.
- Maintain confidentiality of sensitive and privileged information.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Work independently with little direction.
- Meet schedules and timelines.
- Type or input data accurately at an acceptable rate of speed.

Education: Associates Degree in Human Resource or related field from an accredited college or university.

Experience: Four (4) years of increasing responsible clerical and technical experience, including two (2) years experience in a school district involving human resources functions.

Licenses, Certifications, and other requirements:

- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- Experience in a merit system school district is desirable, but not required.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/office work environment.
- Climate controlled work environment with no windows.
- Significant levels of personal interaction with staff and the public.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a desk or table.
- Sit at a computer terminal for extended periods.
- Perform repetitive motion related to keyboard entry or typing.
- See for the purpose of reading or observing others.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Reach in all directions and operate office equipment.
- Bend, twist, stoop, or kneel.
- Seldom required to: lift and carry objects up to 25 lbs. in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.