

TEMPLE CITY UNIFIED SCHOOL DISTRICT

PERSONNEL TECHNICIAN

SUMMARY:

The Personnel Technician is a confidential employee and performs clerical and technical functions relating to the classified service in accordance with District policies and Merit System rules and regulations. The Personnel Technician assists with the administration of the District health and welfare benefits program and with assigned responsibilities in the certificated personnel area.

DEGREE OF SUPERVISION:

The Personnel Technician is under the direct supervision and direction of the Personnel Assistant. Evaluations are performed by the Assistant Superintendent of Personnel / Director of Classified Personnel in accordance with timelines in the collective bargaining agreement.

DUTIES AND TASKS:

(All duties and tasks are essential unless noted as secondary with an S)

1. Assist in the administration of the classified service employment process:
 - A. Prepare and distribute vacancy notices;
 - B. Provide information regarding classified employment opportunities, salaries and district employment procedures;
 - C. Advertise positions as needed and maintain recruiting records;
 - D. Send and receive applications;
 - E. Prepare, schedule, administer, and grade written examinations;
 - F. Schedule qualification appraisal panels and prepare interview materials;
 - G. Assist supervisors in arranging selection interviews;
 - H. Inform candidates of testing and interview results;
 - I. Assist with fingerprinting and paperwork for new employees;
 - J. Recruit and process classified substitutes.
2. Process and maintain classified employee records:
 - A. Maintain seniority lists;
 - B. Establish individual employee records for class and salary placement and changes;
 - C. Maintain evaluation schedules for each employee and distribute the appropriate forms to supervisors;
 - D. Prepare Classified Personnel Orders for the Board of Education agenda;
 - E. Provide information related to salary and fringe benefits as requested.
3. Provide support to Personnel Office operations:
 - A. Assist in the operation and management of the SubFinder system (S)
 - B. Interpret and explain District policies and Merit System rules and regulations;
 - C. Provide information to certificated and classified employees regarding health and welfare benefits;
 - D. Respond to requests for employment verification or data;
 - E. Provide information to employees and retirees regarding health and welfare options and eligibility.
 - F. Maintain confidential employee information, reference checks, health-related information, pay levels, etc.

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<p>G. <u><i>Provide support to administration as it relates to the collective bargaining of classified and certificated staff, identity theft data breach notifications and privacy laws such as Health Insurance Portability and Accountability Act (HIPAA)</i></u></p> <p>4. Process Workers' Compensations Claims</p> <ul style="list-style-type: none">A. Review claims;B. Provide information to our claims examiner;C. Maintain and update all claim files;D. Attend quarterly Workers' Compensations meetings. <p>5. Other duties as assigned.</p>
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <p>1. Working Knowledge of</p> <ul style="list-style-type: none">A. Personnel Commission Rules and Regulations, Classified Collective Bargaining Agreements and Board Policies and Education Code related to school district employment;B. Health Benefit coverage policies practices;C. Modern office practices, procedures, and equipment;D. The Personnel Office operations, policies and objectives. <p>2. Skills</p> <ul style="list-style-type: none">A. Use the computer to prepare business correspondence, data base spreadsheets, certificates and other office documents;B. Maintain confidentiality;C. Keyboard at a net corrected speed of fifty (50) words per minute;D. Maintain records and prepare reports;E. Read documents written in standard English text for the purpose of obtaining information.F. Write grammatically correct routine business correspondence such as letters or memoranda;G. Make basic mathematical calculations quickly and accurately;H. Understand and carry out oral and written directions; <p>3. Abilities</p> <ul style="list-style-type: none">A. Work independently and follow through on assignments with minimal direction;B. Speak on a one-to-one basis using appropriate vocabulary and grammar to obtain or give information or explain policies and procedures;C. Perform effectively under the stress of frequent interruptions and/or distractionsD. Work with a wide variety of personalities and situations with tact, good judgment and poise.E. Establish and maintain cooperative working relationships with others.
<p>QUALIFICATIONS:</p> <p>1. Education and Experience</p> <ul style="list-style-type: none">A. Completion of the twelfth grade or its equivalent;

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<p>B. Four years of increasing responsible clerical and technical experience including two years in a school district;</p> <p>C. Experience in a merit system school district preferred.</p> <p>2. Other requirements</p> <p>A. Tuberculosis screening and clearance every four years</p>
<p>PHYSICAL DEMANDS:</p> <p>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.</p> <p>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.</p> <p>The employee is occasionally required to: bend, twist, stoop, or kneel. The employee is seldom required to: lift and carry object weighing twenty-five (25) pounds.</p>
<p>WORK ENVIRONMENT:</p> <p>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.</p> <p>While performing the duties of this job, the employee regularly works in a climate controlled office environment with no windows, and is frequently interrupted within the course of the work by telephone messages or drop in visitors.</p>
<p>SALARY RANGE: 25</p>