

## **PERSONNEL TECHNICIAN**

### **DEFINITION:**

Under general supervision of the Director, Classified Personnel, conducts recruitments, administers examinations, prepares eligibility lists; certifies eligibles, makes employment offers and processes new hires; inputs classified employee transactions into the employee data base and the county payroll system; independently performs difficult technical tasks and duties to assist in the administration of a comprehensive and diversified Merit System personnel program for classified employees; assumes and performs related duties and responsibilities as necessary or required.

### **CLASS CHARACTERISTICS:**

This is a position having significant responsibility for performing technical personnel work in the recruitment, testing, and certification of classified employees. This position works independently and conducts the employment of classified employees, including proper salary placement and documentation, and assists in the entry of all classified employees on the County Payroll in accord with County, District and Merit System rules, regulations and procedures. This position is pivotal in facilitating the District's classified employment program and the efficient daily operations of the Classified Personnel Office.

### **EXAMPLES OF DUTIES:**

Determines recruitment needs, researches, plans, and develops recruitment sources to be used, provides input into the development of the selection plan, develops job announcement bulletins, and places advertisements for classified job openings in appropriate media; *E*

Uses an electronic applicant tracking system (currently EdJoin) for recruitment of classified (non-teaching employees) customizing applications, supplemental applications, job announcement bulletins, developing pass point recommendations, etc. *E*

Answers questions from administrators, employees and the public to explain and interpret Merit System and personnel procedures associated with hiring, employment, promotion, transfer, layoff, evaluation and professional growth; *E*

Provides information to the public regarding job opportunities, examination schedules, answers many applicants questions and responds to questions regarding other recruitment and selection matters; *E*

Screens electronic applications for regular and substitute classified employment to ensure meeting of minimum requirements; *E*

Arranges for examinations, including: coordinating time, location, panelists, compiling all necessary testing materials and inviting applicants; *E*

Administers proctors, scores classified examinations, prepares eligibility lists and advises candidates of examination results; *E*

Contacts appointing authorities and coordinates appointment interview arrangements; *E*

***E denotes an essential function of the job.***

Contacts appropriate eligibles to determine interest in specific vacancies, schedules interview times, prepares interview packets for and certifies appropriate eligibles to the appointing authority; *E*

Contacts appointing authority to determine selectee and specifics regarding start date; *E*

Contacts selected eligible to offer job and makes arrangements for fingerprinting and pre-placement physical exams if required; notifies non-selected eligibles, informing them of known subsequent opportunities, and continuing eligibility; *E*

Processes employment documentation, ensuring all required documents are filled out correctly, and answers questions of newly hired classified employees and substitutes ensuring necessary information is provided; *E*

Maintains eligibility, promotion, transfer, reinstatement, reemployment and other personnel lists; *E*

Performs a wide variety of clerical tasks associated with record keeping of personnel transactions, including: establishes and maintains personnel records and files to document hiring, assignment changes, substitute or temporary assignments, and terminations; prepares a wide variety of related documents and reports; *E*

Inputs, accesses, develops and maintains the classified employee data base and retrieves information for routine and special reports as required; *E*

Computes, compiles statistics and prepares reports as required;

Prepares letters, reports correspondence, and other documents and data;

Establishes, and maintains records and files and retrieves information, including inputting and accessing computer-based resources;

Posts and revises data and personnel records, including information of a sensitive and privileged nature;

Provides input regarding Personnel Commission Rules and Procedures related to recruitment and testing by identifying areas of concern and suggesting possible solutions;

Provides classified employment verifications.

May serve as the Classified Personnel Office receptionist and sort and distribute mail;

May assist in exam development;

**SUPERVISION:**

Supervision is received from the Director, Classified Personnel. Leadership and/or guidance and direction are provided by the Personnel Analyst.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Laws, rules, regulations, procedures related to recruitment, selection, retention of classified employees in a Merit System school district;  
Principles, purposes, functions, policies and practices of public personnel administration;  
Basic mathematics and statistical methods used in a personnel office;  
Word processing, spreadsheet, database, Internet and E-mail computer applications;  
Modern office methods, procedures, practices, terms and equipment used in a personnel office;  
Correct English usage, spelling, grammar and punctuation;  
Standard record keeping and filing system procedures;  
Business office telephone techniques and etiquette.

**Ability to:**

Read, understand, interpret, explain and apply laws, rules, regulations, policies and procedures involved in Merit System school employment of classified staff;  
Work cooperatively, effectively, efficiently with and provide quality customer service to co-workers, administrators, employee representatives, the public and others;  
Work accurately and independently, making sound, reasoned decisions and recommendations;  
Collect, analyze and interpret data and prepare recommendations and reports;  
Effectively and efficiently maintain records and files;  
Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;  
Carry out oral and written instructions, and plan, organize and prioritize work;  
Maintain security of sensitive, confidential and privileged information;  
Communicate clearly and concisely;  
Compose and edit routine correspondence independently;  
Provide quality customer service and use sound judgment and discretion in a wide variety of situations;  
Understand, apply and explain technical rules, policies and materials;  
Work effectively, efficiently and cooperatively in a busy modern office environment.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent. At least four years of successful work experience in personnel, preferably in a California Merit System School District. Graduation from a recognized four-year college or university with a major in public administration, business management, industrial relations or related field may be substituted for two years of the required experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.

Last revised 8/14/03

Reviewed with no revisions 3/9/06

Revisions effective 2/16/12