



Personnel Technician

JOB SUMMARY:

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.

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.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Determine recruitment needs, research, plan, and develop recruitment sources to be used, provide input into the development of the selection plan, develop job announcement bulletins, and place advertisements for classified job openings in appropriate media;
- Use 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.;
- Answer 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;
- Provide information to the public regarding job opportunities, examination schedules, answer many applicant questions and respond to questions regarding other recruitment and selection matters;
- Screen electronic applications for regular and substitute classified employment to ensure meeting of minimum requirements;
- Arrange for examinations, including: coordinating time, location, panelists, compiling all necessary testing materials and inviting applicants;

- Administer, proctor, score classified examinations, prepare eligibility lists and advise candidates of examination results;
- Contact appointing authorities and coordinate appointment interview arrangements;
- Contact appropriate eligibles to determine interest in specific vacancies, schedule interview times, prepare interview packets for and certifies appropriate eligibles to the appointing authority;
- Contact appointing authority to determine selectee and specifics regarding start date;
- Contact selected eligible to offer job and makes arrangements for fingerprinting and pre-placement physical exams if required; notify non-selected eligibles, informing them of known subsequent opportunities, and continuing eligibility;
- Conducts new employee orientation, process employment documentation, ensuring all required documents are filled out correctly, and answer questions of newly hired classified employees and substitutes ensuring necessary information is provided;
- Maintain eligibility, promotion, transfer, reinstatement, reemployment and other personnel lists; E
- Perform a wide variety of clerical tasks associated with record keeping of personnel transactions, including: establish and maintain personnel records and files to document hiring, assignment changes, substitute or temporary assignments, and terminations; prepare a wide variety of related documents and reports;
- Establish, and maintain records and files and retrieve information, including inputting and accessing computer-based resources;
- Post and revise data and personnel records, including information of a sensitive and privileged nature;
- Prepare letters, reports, correspondence, and other documents and data.

Other Related Duties

- May serve as the Classified Personnel Office receptionist and sort and distribute mail;
- Input, access, develop and maintain the classified employee data base and retrieve information for routine and special reports as required;
- Provide input regarding Personnel Commission Rules and Procedures related to recruitment and testing by identifying areas of concern and suggesting possible solutions;
- Provide classified employment verifications;
- Compute, compile statistics and prepare reports as required;
- May assist in exam development and various personnel related studies;

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:

- Methods, practices, procedures, and terminology used in personnel administration;
- 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;
- Modern office methods, procedures, terms, equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- English usage, spelling, grammar and punctuation;
- Record keeping, filing system procedures, and report preparation techniques;
- Business office telephone techniques and etiquette.

Ability to:

- Perform technical and responsible duties related to personnel activities;
- Understand, read, interpret, apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgment, tact and poise;
- 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 develop and maintain records and files ensuring the confidentiality and security of information;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Review and evaluate job applications to determine whether applicants meet the established minimum requirements;
- Carry out oral and written instructions, and plan, organize and prioritize work;
- Maintain security and confidentiality of privileged and sensitive information;
- Communicate clearly and concisely;
- Compose correspondence and written material independently;
- Provide quality customer service and use sound judgment and discretion in a wide variety of situations;
- Perform mathematical calculations to determine test scores accurately;
- Work effectively, efficiently and cooperatively in a busy modern office environment
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

EMPLOYMENT STANDARDS:

Education:

- Graduation from high school or equivalent.
- 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.

Experience:

- Three (3) years of successful personnel work experience in involving recruitment, preferably in a California Merit System School District.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometime walk; occasionally stand, lift, carry, reach, and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 35

Classified Bargaining Unit

Revised 8/14/03, 2/16/12, 9/12/13

Reviewed with no revisions 3/9/06

Job Description Review and Revisions Effective: 5/12/16