

Escondido Union High School District Job Description

Job Title: Personnel Technician II
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Non-exempt
Salary Level: 35
Approved By: Board of Education
Approved Date: 8/30/2011

NATURE OF WORK:

Under the direction of the Assistant Superintendent of Human Resources, perform a variety of technical duties and provide assistance to prospective and current certificated personnel; process new personnel according to established procedures; prepare, audit and maintain a variety of related personnel files, records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform a variety of technical duties and provide assistance to prospective and current certificated personnel; resolve personnel-related issues (non-disciplinary) and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Participate in recruitment, screening, testing, interviewing, selection and employment of identified certificated personnel; communicate with job applicants and provide information related to employment, payroll and the examination and hiring process; prepare rejection letters or make offers of employment.

Monitor credentials to assure all employed certificated personnel are appropriately credentialed and assigned and that credentials are current.

Process requisitions to complete employment, termination, payroll and benefit processes for employees; verify accuracy of requisitions received and make changes as needed.

Schedule and participate in new employee orientation sessions; provide pertinent information regarding employment with the District including membership eligibility for CalSTRS and/or CalPERS. Schedule and participate in employee celebrations.

Participate in the administration and scoring of pre-employment examinations; brief panels on appropriate and varied examination processes.

Maintain seniority lists, personnel files, professional growth credit program, unemployment information, credentials, and other employee information of assigned employee groups; determine salary including longevity and forward to payroll for processing.

Perform various clerical and secretarial activities including answering phones, taking messages, transferring calls, verifying employment, greeting visitors and other activities as assigned.

Establish, audit and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; prepare notices of employment and change of status for payroll action.

Prepare and explain employee paperwork, fingerprint information and physical paperwork; follow-up for complete clearance on fingerprints, physical and other pertinent employment information. Maintain position control records as assigned; assign appropriate position control numbers. Operate a variety of standard office equipment, such as a computer and applicable personnel software, telephone, fax machine, and copier.

Assist all personnel, applicants and the public and provide a variety of information related to the personnel function; research, interpret and apply rules and regulations related to personnel policies and guidelines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Graduation from high school and two years of increasingly responsible secretarial or personnel-related experience. College-level course work in business administration, secretarial science, or related field is preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

Keyboarding skills of 40 words per minute minimum.

Valid California Drivers License

KNOWLEDGE OF:

Practices and procedures related to certificated personnel; applicable sections of the Education Code and other rules and regulations related to assigned areas; operations, policies and objectives relating to human resources activities; operation of a computer and assigned software; computer applications, including Microsoft Word, Excel, GroupWise; correct English usage, grammar spelling punctuation and vocabulary; record-keeping techniques; telephone techniques and etiquette; modern office procedures and record-keeping techniques; basic research methods; interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of technical duties and provide assistance to prospective and current employees; prepare and maintain a variety of related personnel requisitions, records and reports; apply and explain rules, regulations, policies and procedures related to assigned personnel; answer telephones and greet visitors and the public courteously; perform clerical duties such as filing, typing, duplicating and maintaining routine records; operate a computer and other office equipment as assigned; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; perform mathematical calculations quickly and accurately.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, the individual assigned to this position must demonstrate a professional appearance, a positive, caring, helpful and friendly attitude and must have a commitment to providing quality courteous service to both the public and to current employees.