

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PERSONNEL TECHNICIAN III**

#### **BASIC FUNCTION:**

Under the direction of the Director, monitor vacancy status report and oversee the classified and certificated posting processes; document and report a variety of technical and analytical data involved in the certificated and classified personnel programs of the District.

#### **DISTINGUISHING CHARACTERISTICS:**

The Personnel Technician III performs a variety of highly responsible personnel functions including monitoring the vacancy status report and overseeing the classified and certificated posting process. The Personnel Technician I performs a variety of technical and responsible duties related to the tracking and recording of employee leaves of absence and time-off. The Personnel Technician II monitors position control for District employees.

#### **ESSENTIAL FUNCTIONS:**

Process and maintain a wide variety of information related to assigned personnel records; input information into computerized databases and generate a variety of reports and lists; assure the timely distribution of records and reports; forward documents to appropriate personnel and departments.

Monitor the vacancy status report as it relates to the classified and certificated posting processes; oversee and assure timely and accurate posting processes; respond to questions and provide information to District administrators and staff; approve the classified and certificated requests to advertise forms for vacant positions.

Assist applicants and new employees in the completion of all documents necessary for the screening and employment process.

Evaluate transcripts and records of classified staff, certificated staff and applicants to determine eligibility for licenses, credentials, permits, and waivers, and process the related paperwork.

Maintain and update various records related to California Basic Educational Skills Test, tuberculosis tests, contracts and credentials, certifying their status as to validity and completeness; monitor expiration dates; notify districts/teachers of impending expirations.

Prepare job announcements, supplemental application forms, paper screening instruments, employment tests, oral examinations and interview instruments.

Conduct research and prepare data relative to tenure for certificated employees.

Coordinate with personnel analysts and technicians in matters pertaining to resolution of position control, staffing, and credential issues, licensing issues and technical issues.

Perform assigned audits for all classified and certificated personnel, and provide recommendations for compliance.

Initiate and receive telephone calls related to personnel issues; interpret, apply and explain laws, codes, policies and bargaining agreement language related to assigned functions.

Assist the general public via the telephone and/or personal conversations relative to employment opportunities and procedures.

Train and provide work direction and guidance to assigned staff.

Attend a variety of meetings and conferences as assigned.

Operate a variety of office equipment including a fax machine, copier, and a computer and assigned software.

Perform special research and projects as assigned.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of school personnel administration.

Applicable laws, codes, rules, regulations, policies and procedures.

District personnel policies, procedures, regulations and practices.

District organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Bargaining unit contracts and Board policies.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Principles and practices of training and providing work direction.

Interpersonal skills using tact, patience and courtesy.

Mathematical computations.

**ABILITY TO:**

- Monitor vacancy status report and oversee the classified and certificated posting processes.
- Document and report a variety of technical and analytical data involved in the classified and certificated personnel programs of the District.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Understand and work within scope of authority.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently.
- Meet schedules and timelines.
- Establish and maintain records and files.
- Prepare detailed reports.
- Make arithmetic calculations quickly and accurately.
- Complete work with many interruptions.
- Type at a minimum of 35 words per minute from clear copy.
- Plan and organize work.
- 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 variety of office equipment including a computer and assigned software.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Move hands and fingers to operate a computer keyboard.
- Bend at the waist, kneel or crouch to file materials.
- Sit for extended periods of time.
- Maintain consistent, punctual and regular attendance.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and five years of increasingly responsible technical experience involving human resources functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Constant interruptions.