

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL TECHNICIAN

BASIC FUNCTION:

Under the direction of Human Resources Director or designee, document and report a variety of technical and analytical data involved in the certificated and classified personnel programs of the District. Perform a variety of technical and responsible duties which may include the tracking and recording of employee leaves of absence and time-off, originating and monitoring position control for District employees, assigning qualified certificated/classified substitutes to specified job assignments for certificated/classified positions and monitoring the vacancy status report and overseeing the classified and certificated position posting process.

ESSENTIAL FUNCTIONS:

Employees in this classification may be assigned to perform any and all of the following tasks:

Process and maintain a wide variety of information related to assigned personnel records; input information into 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 position control for District employees; review and analyze a variety of documents related to position control; monitor position control and assign job code numbers.

Prepare and input employment information on current and newly hired employees; assure accuracy of employee identification numbers; maintain procedures and systems to guarantee correct contract payments to District employees.

Monitor the salary advancement eligibility for classified and certificated employees; annually advance qualified employees; maintain unit tracking; assist with the maintenance of salary schedules.

Receive requests and assign, monitor and record qualified substitutes for certificated and classified assignments; recruit and screen applicants for substitute assignments; communicate with the County Office of Education as necessary for substitute hiring process; recommend candidates for emergency credentials as appropriate, maintain the substitute handbook including District substitute regulations and requirements and related employment processes; attend job fairs as directed.

Operate, maintain and update comprehensive automated substitute system; troubleshoot system problems and work with Technology Services staff in the diagnostic investigation of system failures; input employee data as required.

Assist employees, general public and applicants in completion of documents and processes related to assigned Human Resources functions; prepare presentation materials and conduct orientations and meetings related to assigned personnel functions.

Coordinate with personnel analysts and appropriate staff in matters pertaining to resolution of credentialing, licensing, staffing, position control, attendance and leaves, legal and technical issues.

Communicate effectively with Payroll and Fiscal Services departments to insure assigned human resources documentation meets requirements for accurate processing of employee compensation and benefits.

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

Compile and prepare a variety of records, files and reports related to assigned activities; maintain confidentiality of sensitive and privileged information.

Perform responsible clerical duties in the processing and maintenance of personnel actions, records and reports related to the operation of the Human Resources office; prepare and maintain records and reports related to assigned activities; maintain a variety of records and files.

Maintain and process 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 a variety of records and reports; forward documents to appropriate departments.

Maintain effective communications and relationships with department and site administrators.

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

Perform special projects and research as assigned.

Train and provide work direction and guidance to assigned staff.

Attend a variety of meetings and conferences 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.
- Public speaking techniques.
- 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:

- Document and report a variety of technical and analytical data involved in the certificated and classified 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 time lines.
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.
Maintain consistent, punctual and regular attendance.
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.

EDUCATION AND EXPERIENCE REQUIRED:

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

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.