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Range: R

Classification: Classified

## Job Description

## Personnel Technician

### DEFINITION

Performs a variety of personnel related duties, including maintenance of all aspects of the personnel files and records, related duties as assigned.

### EXAMPLES OF DUTIES – *Not all inclusive*

- Establishes, maintains, and reviews personnel records and files to ensure compliance with policies, rules, and regulations.
- Responsible for all employee record keeping pertaining to tuberculosis clearance, health examinations, fingerprint filing and registration, sick leave, vacation and other leaves as authorized by the District.
- Enters data for new employees into County personnel/payroll system (QSS).
- Maintains employee absence tracking information in the County system (QSS).
- Tracks payroll changes including docks, to be reported to the Payroll Department.
- Assists with internal certificated and classified postings.
- Tracks payroll changes including column and step, stipends, and docks.
- Assists with internal certificated and classified postings.
- Assists with advertising of vacant positions on edjoin, flyers, brochures, and newspaper.
- Schedules employment testing, interviews, sets up folders, etc.
- Assists with administering all aspects of district employment tests, which could include some evening testing times.
- General office duties such as filing, typing, letter writing, correspondence, and job application follow-up.
- Ensures that accurate and concise benefit information packets and employment packets are available for employees.
- Responds and provides information for employees requesting unemployment.
- Monitor certificated employees credential status and prepare renewal letters.
- Responsible for oversight of workers' compensation claims process.
- Assist with maintaining the classified probationary and evaluation notification program.
- Assist employees with completing Cal STRS, and PERS retirement forms.

### QUALIFICATIONS

#### Knowledge of:

- Appropriate English usage, spelling, grammar, punctuation, arithmetical processes.
- Standard office machines and equipment, and proficiency in Microsoft Office Applications.
- Policies, regulations, guidelines and procedures for typical personnel management.
- Satisfactory score on District screening test.

#### Ability to:

- Maintain the security of sensitive, confidential, and privileged information.
- Compose correspondence in response to routine inquiries.
- Perform appropriately in situations requiring specialized knowledge, tact, and good judgment.
- Type or keyboard a net corrected speed of 45 words per minute.

- Understand and carry out oral and written directions.
- Establish and maintain and maintain cooperative working relationships.

Experience:

- Three years of responsible experience in secretarial or specialized clerical work, preferably in an educational setting. Prior Human Resources experience preferred.
- Operation of Quintessential School Systems (QSS) and QCC software programs

Education:

- High School graduate or equivalent, including or supplemented by training or coursework in human resources

Condition of Employment:

- Confidentiality Agreement is required as a condition of employment in the Personnel Department.
- Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- This position has a probationary period of 120 days.