



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>PERSONNEL TECHNICIAN</u>			
DEPARTMENT/SITE:	Personnel Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	24 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assigned Supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of a Personnel Director, perform a variety of general duties in support of human resources operations and activities; serve as a technical resource and provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures. The incumbents in this classification assist in providing assistance with hiring and employee services which support the education process for students which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Personnel Assistant** classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of responsible clerical duties in support of general personnel activities. The **Personnel Technician** classification is the advanced-level position in the series. Incumbents work under general supervision and perform complex clerical and technical duties that support personnel operations and activities.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of general clerical duties in support of human resources operations and activities including typing, filing, duplicating, and distributing materials; process a variety of forms and applications.

Use district-assigned equipment to receive and direct telephone calls, emails, texts, and visitors to appropriate personnel; provide information and assistance to personnel, staff, and the public regarding a variety of personnel matters, such as promotional opportunities, position vacancies and personnel regulations, policies, and procedures.

Operate and monitor the functions of the substitute employee computer system; receive telephone messages and requests for certificated and classified substitutes; assign qualified certificated and classified substitutes to specified job assignments.

Process and assist applicants with completing required forms and applications; verify employment by phone and letter, verify credentials, employment history references and other information; screen applicants on assigned criteria; establish and maintain employee files.

Prepare letters, forms, memoranda, bulletins, emails, texts, or other materials from detailed or rough copy; compose routine correspondence; proofread completed keyboarding assignments.

Operate a variety of office equipment including a copier, calculator, fax machine, computer and assigned software; arrange for equipment repairs as assigned.

Input, update and access a variety of personnel records and information in assigned computer systems.

Receive, sort, review and distribute incoming mail and process outgoing mail as required.

Communicate with District employees, job applicants, and the public regarding personnel rules, regulations, laws, policies, and procedures and District employment and job opportunities;

Contact assigned recruitment sources to advertise job openings; provide support in recruitment of new employees on social media with posting and related areas; attend job fairs and communicate with prospective candidates as required.

Receive requests for certificated and classified substitutes; assign qualified substitutes to identified job assignments; monitor and record substitute assignments and refusals; respond to and resolve issues concerning staff absences and substitute assignments.

Maintain related records and files of employee absences and placed substitutes; maintain substitute lists; notify appropriate personnel of changes in substitute status and shortage of substitutes as needed; provide related reports on a regular basis.

Assure that certificated and classified personnel hold valid and appropriate employment clearances; advise appropriate personnel of clearances and maintain confidentiality of privileged and sensitive information related to personnel matters.

Serve as a technical resource concerning site personnel, teachers, and substitutes; initiate and answer telephone calls, emails, and texts; respond to inquiries and provide information regarding absences, substitute assignments and information and related procedures.

Produce timesheets and records regarding expenditures and labor costs for budget designation for the payroll department.

Perform related clerical duties including answering phones, serve as office receptionist, typing, filing, duplicating, and processing department mail as assigned; assist in preparing meeting notices and supporting documents for Governing Board or Personnel Commission meetings.

Process newly hired classified or certificated employees and substitutes and orient them with personnel policies and District procedures as required; prepare related documents for processing new hires, promotions, and substitutes, and enter required information into personnel/payroll systems and establish and maintain personnel files.

Update personnel and payroll information in accordance with established schedules and timelines; assign employee's salary placement upon rehire, reinstatement, demotion, or promotion; compile, review, code, summarize, and record data related to employee activities.

Apply, interpret, and explain District policies, Merit System rules and other pertinent laws, regulations, and procedures.

Prepare, type and process requisitions according to established guidelines; order, receive and maintain

inventory of supplies and equipment in accordance with established guidelines; prepare work orders for repairs and estimates.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General personnel office functions, practices, and procedures.
- Basic recruitment and staffing procedures.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Basic record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Operate and monitor the functions of the substitute employee computer system.
- Receive telephone messages and requests for certificated and classified substitutes.
- Assign qualified certificated and classified substitutes to specified job assignments.
- Work independently in utilizing a computerized system to establish and maintain data on employees and substitutes, producing required reports.
- Perform a variety of general clerical duties in support of human resources operations and activities.
- Answer telephones and greet visitors courteously.
- Prepare and maintain personnel records and files.
- Provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, policies and procedures.
- Learn applicable codes, laws, rules, regulations related to assigned personnel functions.
- Learn organizational personnel procedures and requirements.
- Distribute and screen employment applications and other personnel-related documents.
- Keyboard or input data at an acceptable rate of speed.
- Operate a variety of standard office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality of employee and other information.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation supplemented by business or personnel courses and two years of increasingly responsible clerical experience, which includes one year of recent personnel/human resources experience.

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to view a computer monitor and read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching to file and retrieve materials.
Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 06/91; Rev. 9/95, 4/97, 8/00, 10/03;
06/11 (Ewing), 08/15 Reallocated (formerly Range 21)
09/18 Retitled to Personnel Asst II (Formerly Personnel Assistant)
10/22 Reallocated (formerly Range 23)
Revised (EH&A / MGT Consulting) PC: 02/24 GB: 03/24