

PERSONNEL TECHNICIAN

JOB SUMMARY

Under general direction, perform a wide variety of complex technical, clerical, and specialized functions related to the District’s personnel program.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a great deal of independent judgment and responsibility and by the sensitivity of the position. The level, volume, and technical quality of the work requires an experienced, responsible, and skillful level of performance.

TYPICAL DUTIES

Perform a variety of specialized and technical clerical duties in support of an assigned function or activity. Provide specialized information to current and/or potential employees regarding employment process, testing, eligibility lists, hiring under the Merit System Rules & Regulations, etc. Provide information relating to District personnel/merit system policy, procedures, rules & regulations. Schedule and proctor written examinations; prepare and administer classified eligibility lists, working with department heads and site administrators in scheduling interviews. Type, assemble, and distribute agenda packets for monthly Personnel Commission meetings; attend meetings and record proceedings in a prescribed manner; prepare and distribute minutes. Maintain an account of Personnel Commission activities and prepare an annual report of such. May be required to make travel and conference arrangements. Prepare and maintain employee evaluation log, notifying department heads and/or administrators of evaluation due dates on their employees. Compose correspondence independently on a variety of matters; type letters, memoranda, and reports; gather data, research, and survey materials as requested. Refer calls and visitors to proper person. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include extensive responsible office experience involving the application of technical procedures, supplemented by business or personnel courses and three years experience in a public personnel office.

Knowledge of:

Modern office methods and practices, including document processing, telephone techniques and etiquette, filing systems, letter and report writing; basic statistical record keeping; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; general personnel office functions and procedures; a variety of office machines and equipment such as typewriter, calculator, computer terminal and/or microcomputer and related software.

Ability to:

Establish and maintain a variety of specialized personnel records and files; learn and apply District and state regulations pertaining to Merit System; work independently; maintain the security of confidential materials; plan and organize work to meet schedules and time lines; present information clearly in both oral and written form; type and enter data at a speed necessary for successful job performance (requires submitting a certificate for a corrected speed of 50 wpm. Establish and maintain cooperative working relationships.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.