

PERSONNEL TECHNICIAN-CLASSIFIED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources or Human Resources management designee, provide technical support in classified personnel functions and serve as liaison between the public, staff, administrators, and the human resources department.

REPRESENTATIVE DUTIES:

- Provide technical information to staff and the public in matters related to classified personnel such as the collective bargaining agreement, benefits, salary schedules and related matters; research information requested or locate appropriate source of information. **E**
- Assist with interpretation of the CSEA collective bargaining agreement in relation to HR decisions for schedules, status changes, temporary assignments, and payroll related questions. **E**
- Prepare and maintain a variety of manual and electronic forms, files and records related to classified employee information; update records and files with employee information; establish and maintain classified personnel files according to established procedures and policies; assist with paper and electronic file audits in order to ensure compliance with Federal, State, and District requirements. **E**
- Verify employment as needed, transfer sick leave; distribute and record information according to established procedures. **E**
- Prepare and maintain technical and accurate records and files related to classified personnel including seniority, work schedules, reasonable assurance, and others. **E**
- Review, code, sort, enter and summarize data in appropriate computer system; distribute information to appropriate individual or department. **E**
- Create a variety of documents including reports and correspondence as required; operate a computer and other office equipment as assigned. **E**
- Process status changes, personnel actions, agenda items and resolutions related to classified personnel for Board approval. **E**
- Assist in compiling data, prepare correspondence and reports, and conduct salary surveys for District negotiations with appropriate bargaining unit. **E**
- Assist the Director with special projects and research as requested.
- Attend various meetings, conferences, workshops, and recruitment fairs as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

District procedures, rules and regulations concerning classified personnel.
Rules, regulations, and laws related to employment of classified personnel.
Modern office practices, procedures, and equipment. Record-keeping techniques.
District organization, operations, policies, and objectives. Oral and written communication skills.
Applicable sections of the State Education Code and other applicable laws and regulations. Technical aspects of field of specialty.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer terminal and other office equipment.

ABILITY TO:

Perform a variety of specialized clerical and technical duties concerning employment of classified personnel.
Operate a variety of office machines such as computer terminals and others as assigned. Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Plan and organize work.
Maintain records and prepare reports.
Complete tasks with many interruptions.
Compose correspondence independently.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Deal effectively with various personalities in a diplomatic and tactful manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, two years college level course work in human resources, business or a related field, and three years of increasingly responsible experience in a personnel function, or a combination thereof.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Bending at the waist, kneeling, or crouching to file materials.
Sitting for extended periods of time.

04/24/2023
SMJUHSD
Range 32