

PERSONNEL TECHNICIAN-CERTIFICATED

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources or Human Resources management designee, provide technical support in certificated personnel functions and serve as liaison between the public, teachers, administrators, Commission on Teacher Credentialing (CTC), and the human resources department.

REPRESENTATIVE DUTIES:

- Provide technical information to staff and the public in matters related to certificated personnel such as credentials, benefits, contracts, salary schedule and related matters; research information requested or locate appropriate source of information. **E**
- Prepare and maintain technical and accurate records and files related to certificated personnel including seniority, temporary or probationary teachers, walk-on coaches, extra-pay records and others. **E**
- Send, receive, evaluate and log certificated applications for future employment with the District; recruit, advertise and set up interviews; conduct orientation for new certificated employees/coaches. **E**
- Renew, apply and evaluate transcripts for teaching credentials to be submitted to the County Office and the CTC; communicate with District employees and State and County Offices regarding the acquisition, expiration and status of teaching credentials; verify employment as needed; file waivers and submit documents to the State Department of Education or CTC as appropriate. **E**
- Evaluate certificated teachers units for placement on the certificated salary schedule; verify years of service outside the District; transfer sick leave; distribute and record information according to established procedures. **E**
- Review, code, sort, enter and summarize data in appropriate computer system; distribute information to appropriate individual or department. **E**
- Type 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 certificated 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**
- Maintain current knowledge of laws, regulations and policies related to State credential requirements. **E**
- Attend various meetings, conferences, workshops and recruitment fairs as assigned. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

District procedures, rules and regulations concerning certificated contract personnel.
Rules, regulations and laws related to State teaching credentials.
Modern office practices, procedures and equipment.
Record-keeping techniques.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable sections of 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 certificated personnel.
Inform applicants and employees regarding District employment policies and procedures.
Type 55 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Operate a variety of office machines such as computer terminal and others as assigned.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
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.

3/17/15
SMJUHSD
Range 32