

JOB TITLE: Personnel Technician II

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform responsible clerical/technical support duties in the processing and maintenance of personnel actions, records, and reports for certificated and classified personnel. Employees in this job class receive limited supervision within a framework of standard policies and procedures. This job class participates in the effective establishment and maintenance of a variety of personnel records, payroll applications, and reports requiring independent judgment in the application of established personnel policies and procedures. This job class requires initiative and organizational/problem solving skills and is responsible for accurate and timely work production within stringent time deadlines.

SUPERVISOR: Personnel Director

TYPICAL DUTIES

Establishes and maintains personnel records and files for assigned employee groups and units under varying regulations and work schedules including records on salaries and changes of status such as leaves of absence, promotions, demotions and anniversary increases

Processes resignations, retirements, and other personnel transactions for assigned personnel such as promotions, demotions, position changes, leaves, increment increases, vacations, transfers, changes in payroll status, and conducts exit interviews with all terminating employees

Prepares records and establishes salary placement for new employees

Creates and maintains seniority records for all employees

Authorizes transmittal of appropriate correspondence to employees; inputs pertinent data regarding new hires on computer

Posts all status changes to appropriate records, including computer entry for proper issue of warrants by payroll department and notifies employee properly in a timely manner of status changes

Researches and analyzes employment history and records to resolve specific problems or to respond to specific inquiries

Distributes, logs, posts, and follows up on employee performance evaluation forms

Acts as information source to all levels of staff regarding personnel policies and procedures, employee rights, benefits, and salaries

EMPLOYMENT STANDARDS

Knowledge of proper office methods, techniques and practices including filing systems, business correspondence, and telephone techniques

Knowledge of District and state policies and procedures related to public school employemnt

Knowledge of financial accounting and record keeping methods, practices, and requirements

Knowledge of proper English usage, grammar, punctuation, vocabulary, and spelling

Ability to establish and maintain accurate personnel records and prepare routine reports and correspondence

Ability to gather, verify, and analyze data

Ability to interpret and apply pertinent personnel policies, rules, laws, regulations and employee bargaining agreements

Ability to learn the operations, procedures, policies, and requirements of personnel and apply them with good judgment in a variety of procedural situations

Ability to understand and carry out a variety of oral and written instructions independently

Ability to handle with courtesy and tact a variety of public contacts, including stressful situations, both on the telephone and in person

Ability to communicate effectively in written form

Ability to type accurately at a rate required for successful job performance

Ability to perform arithmetical calculations rapidly and accurately

Ability to operate a variety of office equipment including calculator, typewriter, copier, and computer terminal

Ability to organize and prioritize tasks to meet established schedules and time lines

Ability to quickly identify problem areas or situations, isolate their causes and initiate a course of resolution

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Responsible for accurate payroll accounting and computer entry meeting deadlines for monthly 10th and 30th payrolls with proper accounting structures

Verifies payroll pre-register for accuracy

Maintains and collects payment for jury duty related absences

Calculates and verifies unemployment claims

Calculates and verifies private insurance forms

Calculates and verifies industrial accident claims

Receives, verifies, and posts earned academic units, credentials, and prior experience of certificated employees; monitors credential expiration dates and advises or assists personnel of appropriate renewal procedures to maintain compliance staffing

Calculates and maintains professional growth

Receives and processes information of a private/sensitive nature insuring that such information is handled with discretion

Payroll entry and changes to employee voluntary deductions including credit unions, tax sheltered annuities, state and federal withholding, and medical and dental

Computes projected annual salaries as assigned for budget planning purposes and maintains staff allocations

Processes a variety of District and state forms related to current and former employees

Maintains monthly attendance records

Prepares reports from data compiled and records kept as it relates to personnel

Prepares all board action reports pertaining to personnel staffing

Establishes and maintains a variety of records, logs, and filing systems pertaining to assigned area of responsibility; assures confidentiality of assigned files

Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures

Performs related duties as required