

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent and/or Director of Human Resources, perform a variety of technical duties in support of assigned Human Resources functions; provide assistance to prospective and current classified and/or certificated personnel; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; prepare and maintain a variety of personnel files, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties and provide assistance to prospective and current classified and/or certificated personnel; resolve personnel-related issues and concerns with discretion and confidentiality; refer difficult or sensitive issues to supervisor as needed.

Provide detailed information regarding classified or certificated employment opportunities, salaries and District employment procedures; type and distribute vacancy notices; distribute and screen applications for completeness and eligibility for position; inform applicants of results.

Contact candidates selected for employment; prepare and explain employee paperwork, fingerprint information and physical exam paperwork; follow-up on clearance of fingerprints, physicals and other pertinent employment information; prepare and explain forms and other information; provide information regarding vacation days, sick days, benefits and other District policies.

Compose, prepare, type and distribute correspondence, forms, records and other assigned personnel reports; review materials for compliance with District policies and other applicable rules and regulations; respond to requests for information from outside organizations including employment verifications of former, new and current employees, surveys and reports; maintain personnel files.

Maintain detailed permanent records on assigned employee groups including name and address changes, job location, job assignment, career step and class, professional growth, salary and additional salary compensation; compute and determine proper salary placements; generate related reports and analyze data; receive and process transfer requests from employees; notify payroll and accounting of pertinent information.

Assure proper valid and current credentials of applicants and employees as assigned by the position; submit eligible online credential applications; file credentials and temporary certificates with the County; notify employees of expiration dates; maintain related files.

Operate a variety of office equipment including a computer and other standard office equipment; utilize assigned human resources software system to input and extract data related to certificated and/or classified employees.

Provide assistance to the public; screen visitors and phone calls; take and relay messages as appropriate.

Accept, process and file employee evaluations; participate in the preparation of probationary and annual evaluations.

OTHER DUTIES:

Assemble and organize written examination materials as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures related to classified and/or certificated personnel.

Personnel office functions, practices, policies and procedures.

Basic payroll procedures.

Recruitment and staffing procedures.

Applicable laws, codes, rules and regulations.

California credential requirements and processing as assigned by the position.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of technical duties and provide assistance to prospective and current classified and/or certificated personnel.

Interpret, apply and explain rules, regulations, policies and procedures related to classified and/or certificated personnel.

Prepare and maintain a variety of records, files and reports.

Assist in the administration of employment examinations.

Answer telephones and greet visitors courteously.

Perform clerical duties such as filing, typing and duplicating.

Type or input data at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in business, human resources or a related field and three years of increasingly responsible clerical or human resources experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.