

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Personnel Technician/Certificated (Confidential)

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To perform specialized and technical tasks in interpretation and application of Certificated/Management salary schedules and teacher credentials.

**SUPERVISOR:** Assistant Superintendent/Business and Personnel Services

## **TYPICAL DUTIES:**

1. Maintain employment contracts on all Certificated employees.
2. Compose a variety of letters, bulletins, and memoranda.
3. Maintain personnel records such as applications, references, experience data, and evaluations.
4. Follow-up contacts with applicants.
5. Advertise for all positions both in and out of the District.
6. Evaluate and verify college transcripts and experience records.
7. Determine appropriate salary schedule placement.
8. Prepare Certificated/management employment contracts and amendments.
9. Initiate periodic corrections based on completion of additional units, degrees, work year changes, longevity, and annual increments.
10. Interpret laws and regulations pertaining to credential requirements and assist certificated personnel in obtaining/renewing credentials.
11. Verify that all personnel are properly credentialed and alert supervisor when problems arise.
12. Maintain order of employment and credential records.
13. Notify certificated personnel of credential expiration dates.
14. Assure new employees complete all necessary documents including contracts, loyalty oaths, W-4 forms, payroll documents, and other information.
15. Maintain records of status, probationary periods, and tenure of Certificated employees.
16. Maintain position control listings of all authorized Certificated positions.
17. Review personnel requisitions, verify authorization, vacancy, and position profile.
18. Post to position control records, adding/deleting positions or changing profiles as authorized.
19. Prepare variety of reports or special studies including statistical data for federal and state government or other agencies on employment, ethnic composition, and salaries.
20. Explain and interpret personnel policies, procedures, collective bargaining contracts, and salary schedules.
21. Initiate personnel documents on employee leaves and termination.
22. Post to personnel files and other records.
23. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- modern office procedures and practices;
- various office software programs;

- recordkeeping systems and files;
- letter and report writing;
- State Education Code, negotiated contracts, and state credentialing requirements.
- District policies and procedures affecting assigned duties;
- proper English usage, grammar, punctuation, and spelling.

**Ability to:**

- project friendly and positive image;
- operate standard office equipment/machines such as calculator, copy machine, fax, personal computer and printer;
- type accurately and use word processing at a rate required for successful job performance;
- learn and use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- analyze and interpret data and draw logical conclusions;
- establish and maintain records and reports;
- understand and follow both oral and written directions;
- find and use resource material to compile information from a variety of sources;
- interpret policy and regulations regarding assigned duties;
- perform basic mathematical calculations;
- maintain physical requirements necessary to perform job functions in a safe and effective manner;
- communicate effectively and tactfully in both oral and written forms;
- establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent;
- TB Test clearance;
- Criminal Justice Fingerprint clearance.

**PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversation;
- Sufficient dexterity to write, use telephone and standard office equipment;
- Ability to sit for extended periods of time;
- Physical, mental and emotional stamina to endure extended hours under sometimes stressful conditions.