

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Personnel Technician/Classified (Confidential)

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform specialized and technical tasks in interpretation and application of Classified/Confidential/Management salary schedules and workers compensation.

SUPERVISOR: Assistant Superintendent/Business and Personnel Services

TYPICAL DUTIES:

1. Maintain employment contracts on all Classified 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. Determine appropriate hourly wage schedule placement.
7. Prepare Classified employment contracts and amendments.
8. Initiate timely revisions based on work schedule changes, longevity, and annual step increases.
9. Interpret laws and regulations pertaining to worker compensation issues.
10. Liaison between employee, District worker compensation carrier, and medical provides.
11. Review worker compensation claimed absences for medical verification.
12. Research assignments within the District to accommodate employee modified duty.
13. Track worker compensation time authorized and notify re thirty-nine (39) month reemployment rights.
14. Maintain order of employment and seniority records.
15. Assure new employees complete all necessary documents including contracts, loyalty oaths, W-4 forms, payroll documents, and other information.
16. Maintain records of status and probationary periods of Classified employees.
17. Maintain position control listings of all authorized Classified positions in collaboration with the Business Office.
18. Review Personnel Action Forms (PAF's), verify authorization, vacancy, and position profile for Classified positions.
19. Prepare variety of reports or special studies including statistical data for federal and state government or other agencies on employment, ethnic composition, and wages.
20. Explain and interpret personnel policies, procedures, and hourly wage schedules.
21. Update and maintain employee personnel files and other records.
22. Initiate personnel documents on employee leaves, resignation/retirements, and terminations.
23. Performs other duties similar to the above as required.

EMPLOYMENT STANDARDS:

Knowledge of:

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

- recordkeeping systems and files;
- letter and report writing;
- position control systems;
- State Education Code, negotiated contracts, and State worker compensation 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;
- use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- analyze and interpret data and draw logical conclusions;
- work independently on a variety of assignments;
- establish and maintain records and reports;
- meet schedules and timelines;
- 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;
- maintain confidentiality on sensitive issues;
- 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;
- Personnel training;
- Three (3) years of personnel experience;
- Valid driver's license and evidence of insurability;
- Drug test clearance;
- TB Test clearance;
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to monitor a variety of activities and read various documents;
- Sufficient hearing for normal telephone conversations;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and addressing groups;
- Sufficient dexterity to write, use telephone and business equipment;
- Ability to sit and stand for extended periods of time.
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.