

JOB DESCRIPTION

Job Title: Personnel Technician (1123)

Job Summary:

Under the supervision of the Assistant Superintendent, Human Resources and/or designee, perform a variety of tasks to facilitate the hiring of certificated and classified staff, maintain personnel and employment records, calculate and adjust salaries, maintain collective bargaining agreements, and inform employees and administrators of employment rights, responsibilities, and human resources policies, procedures, and practices.

Essential Duties:

- Routinely interact with candidates and employees to disseminate information regarding human resource matters.
- Process and maintain files, records (health and life insurance benefits, worker's compensation, employee absences, seniority, fingerprint, and TB clearances), employee calendars, job descriptions, personnel data, collective bargaining agreements for classified and certificated personnel and programs for the purpose of maintaining permanent employment records.
- Coordinate the onboarding process for all new hires including facilitating appropriate paperwork, confirming clearance, entering employees into the business information system, and processing credential applications, when needed.
- Calculate and adjust employee's monthly payroll for: new hires, change of positions, leaves, terms and negotiated increases to assure salary payments are correct.
- Notify appropriate internal staff of all new hires, leaves of absence, and terminations for the purpose of assuring salary payments are correct.
- Distribute and process employment papers, tuition reimbursement claims, collective bargaining agreements, and other employee forms to maintain accurate employment records.
- Facilitate the recruitment process for open positions including, but not limited to, posting job announcements, screening applications, ensuring eligibility, setting up interviews, and making job offers.
- Provide orientation for all new certificated and classified employees for the purpose of informing new employees of their rights and responsibilities according to law and office policies.
- Compose documents such as letters, reports, contracts, job announcements, and other written correspondence for the purpose of providing information to staff, job applicants, and the public.
- Compile and process surveys and reports as directed.
- Assist with employment verifications, program recommendations, and ongoing credential monitoring.
- Evaluate transcripts for the purpose of placing certificated staff correctly on the salary schedule.
- Assist with preparing, updating, and maintaining human resources documents and records such as salary schedules, collective bargaining agreements, job descriptions, seniority lists, tenure, and benefit profiles.
- Assist Assistant Superintendent with drafting, updating, and maintaining various board/superintendent policies and administrative regulations.
- Attend and actively participate in assigned meetings, committees, conferences, in-service trainings, and special events.
- Perform other related duties as assigned.

Responsibilities: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:

Skills to:

- perform complex clerical work;
- input data in various automated record keeping systems;
- perform basic mathematical concepts;
- accurately code, post, check, or verify detailed information and data;
- organize work, set priorities, and meet established deadlines in a dynamic work setting;

- maintain confidentiality of information;
- follow complex verbal and written instructions;
- communicate effectively orally and in writing;
- operate a computer and utilize a variety of applicable programs.

Knowledge of:

- human resources practices, payroll calculations, and personnel data input;
- math calculations to compute, calculate, and reconcile changes in compensation and benefit amounts;
- rules and regulations related to teacher credentialing and hiring processes;
- applicable laws, policies, and regulations regarding personnel processing and management;
- software packages such as word processing, database, spreadsheet, graphics, and communications;
- general clerical office methods and procedures.

Ability to:

- work and communicate effectively with people of various education and socioeconomic backgrounds;
- work accurately and independently in processing personnel transactions and resolving related problems;
- read, comprehend, and implement policies and procedures regarding personnel matters;
- prepare a variety of data, correspondence, and electronic records;
- establish and maintain effective working relationships with county departmental staff, personnel staff, employees, and the public;
- operate a computer and utilize human resources software and systems to enter data, compile information and generate forms;
- learn and apply laws, policies, and regulations specific to school district personnel;
- communicate effectively, both verbally and in writing, with staff and other professionals.

Experience Required:

- Three years of experience in human resources and/or payroll.
- Experience in an educational, city, county, or other government setting is preferred.

Education Required:

- Associate degree is required.
- Bachelor's degree in human resources or related field is preferred.

Other Requirements:

- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

June 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.