

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Personnel Technician
(Classified Position)

DESCRIPTION OF BASIC RESPONSIBILITIES

To update and maintain personnel recordkeeping, reporting, employment processing activities and benefit plans.

SUPERVISOR: Director of Business Services

TYPICAL DUTIES

1. Processes job applications, including mailing applications as requested, filing and conducting necessary correspondence with applicants.
2. Develop and distribute vacancy notices for employment.
3. Maintain master list of all District employment.
4. Maintains Seniority lists.
5. Maintain personnel records including applications, references, experience data, and evaluations, units received, workers compensation and other record changes necessary for both active and inactive employees.
6. Maintain fingerprint, tuberculosis, CPR/First Aid and other mandated clearance records for District employees and notifies employees regarding clearance procedures/requirements, along with all expiration dates including credential expirations.
7. Maintain computerized personnel system with changes, additions, and deletions, updating position control.
8. Establishes and maintains employee files, and records, including confidential records, test scores, and applications to comply with all Federal/State/County regulations.
9. Monitors and updates daily automated sub calling system.
10. Answers telephone; acts as an information source to district staff, administers, applicants and the general public regarding application and other procedures.
11. Provide information and process applications regarding benefit options for active employees during open enrollment periods and throughout the plan year.
12. Administer tests to applicants for the purpose of screening and evaluating basic prerequisite skills.
13. Orient new employees providing information regarding employee benefits, district policies and employment procedures.
14. Performs a variety of typing and filing and other clerical duties in support of departmental operations.
15. Perform other duties similar to the above in scope and function as required and as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- District policies and procedures affecting personnel records;
- Standard office methods, practices and procedures;
- Proper English usage, grammar, punctuation, and spelling.
- Principles, practices and trends of school personnel administration including examination, classification, and maintenance of personnel records.

Ability to:

- Keep up-to-date on District policies, regulations, and technical procedures used for employment records;
- Understand and carry out oral and written directions in an independent manner;
- Work under minimal supervision;
- Operate standard office machines and equipment including computer applications;
- Word process accurately at a rate required for successful job performance, including forms and reports;
- Use correct English in both written and verbal form;
- Use correct spelling, grammar and punctuation, perform basic arithmetic calculations;
- Communicate effectively in both oral and written form;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintains cooperative-working relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE & REQUIREMENTS

- High school diploma or equivalent.
- 1 to 2 years of increasingly responsible experience in a position requiring personnel and computer skills within a school district environment is desirable.
- Valid California Drivers License and evidence of insurance.
- TB test clearance.
- Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, office, and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.
7. Sufficient strength to lift 25 lbs. or carry object weighing over 15 lbs.

Approved by the Board on April 26, 2006

Approved by the Board of Education on 11-16-98