

**LA HABRA CITY SCHOOL DISTRICT
JOB DESCRIPTION**

PERSONNEL TECHNICIAN I

Definition

Under general supervision performs complex technical personnel work in the areas of recruitment, examination, new employee processing, and financial and statistical data preparation; maintains personnel records and files; provides information and assistance to District staff, applicants and the general public relative to personnel matters. This job class requires strong communication and organizational skills as well as a high level of knowledge and competence in the application of policies and procedures to assigned human resources activities and inquiries.

Distinguishing Characteristics

This is a single position class that performs a variety of responsible and technical duties involving both certificated and classified employees of the District.

Essential Duties

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Assist in the processing of new employee hires and employee reassignments.
- Assist in preparing documents related to the recruitment, examinations, selection, employment, licensing, and assignment functions for the hiring of District personnel.
- Schedule interviews; assist in preparing and scoring tests, organize materials for both panel members and candidates; notify candidates of outcome of interviews; prepare and post ads for job vacancies.
- Assist with data entry of all Sub Release Time documents, calling for substitute teachers, and maintaining the automated substitute calling system.
- Maintain active employee and substitute files on an ongoing basis, updating file documents, creating files for new employees, closing of files for terminated employees and notifying appropriate agencies of employment status.
- Coordinate collection of various forms and records required for employment and separation.
- Input data for the establishment and maintenance of personnel files and records, and produce accurate and timely reports related thereto.
- Confirm assignments with school sites and departments throughout the year and track extra duty assignments.
- Assist in providing advice concerning certification requirements.
- Assist in the completion of necessary documents to aid certificated employees in obtaining a teaching credential or to renew a teaching credential.
- Assist in the maintenance of records relative to the expiration of teaching certificates and the registration of credentials.

Minimum Qualifications

Education:

Any combination equivalent to graduation from high school supplemented by courses in Human Resources and related area.

Experience:

At least one (1) year in a comparable personnel office setting, preferably in a school district or a public agency with a merit system or civil service selection system; OR a combination of education and experience which has provided a sufficient level of competency in order to successfully perform the overall duties and responsibilities of this class.

Knowledge of:

Modern office procedures including computers and assigned software, calculators, typewriters; filing systems and telephone techniques; oral and written communication skills; English usage, grammar, punctuation and spelling; simple statistical methods including preparation of forms and data analysis; laws, rules and regulations governing assigned human resources functions; basic research methods; interpersonal skills using tact, patience and courtesy; general personnel practices

Ability to:

Learn, utilize and explain laws and regulations related to classified and certificated personnel; coordinate a volume of work related to the effective administration of the District's personnel services; establish and accurately maintain confidential records for personnel services; work efficiently and pleasantly in situations involving frequent interruptions and deadlines; communicate effectively in oral and written form; understand and carry out oral and written instructions; work independently with minimal supervision; operate a computer utilizing various software packages for database management and preparation of correspondence and reports; establish and maintain cooperative and effective working relationships with those contacted in the course of work.

License:

Must have and maintain a California Driver's License and be insured.

PHYSICAL STANDARDS:

Work Environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

Primary functions of the position require physical ability and mobility to work in an office setting as follows: to sit for extended periods of time; to occasionally stand, walk, stoop, kneel and twist; to reach and bend at, below and above shoulder level; to lift, move, push, and/or pull objects up to twenty (20) pounds without assistance; to operate office equipment requiring the use of hands, fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or without correction; to effectively communicate, both orally and in writing, in order to receive, provide and exchange information with others; daily physical attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Work Schedule: 1
Salary Range: **51** (Confidential Salary Schedule)

Board Approval 2002

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