

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

June 26, 2014
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TITLE: PERSONNEL TECHNICIAN

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and composition.
2. Laws, education code sections, and District policies relating to school district personnel.
3. Payroll and auditing techniques, systems and procedures.
4. Modern office methods, procedures and equipment.
5. Principles and practices of public personnel administration, maintenance and administration of personnel records.

Ability to

1. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
2. Audit and tabulate, balance, reconcile and extend data.
3. Be a productive and active team member.
4. Establish and maintain a variety of complex record-keeping systems and to prepare a variety of financial and statistical reports related to assigned areas of responsibility.
5. Establish and maintain effective work relationships with those contacted in the performance of required duties.
6. Follow designated safety regulations associated with this position.
7. Inform applicants and employees regarding district employment policies and California credential requirements.
8. Present and maintain a pleasant appearance and demeanor.
9. Operate a variety of office equipment such as calculator, transcription machine, copy machine, computer terminal, printer, etc. with speed and accuracy.
10. Perceive established departmental goals and objectives; and work to ensure their fulfillment.
11. Perform a variety of specialized clerical and technical duties concerning employment of all personnel.
12. Prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision.
13. Prioritize and coordinate workflow and timeliness for self and others.
14. Read, understand, and explain technical policies and materials.
15. Type accurately at a rate of forty-five (45) words per minute.
16. Use computer and related software programs to include word processors and spreadsheets.
17. Work successfully with diverse groups of people.

Training and Experience

1. A work history demonstrating dependability and reliability.
2. A working knowledge of word processing, spreadsheets and data base software.
3. Equivalent to completion of twelfth (12th) grade, supplemented by courses in office practices/management and computer programs.
4. Two (2) years of increasingly responsible office experience, preferably in a California public school district; or any combination of training and experience that could likely provide the desired knowledge and abilities.

REPORTS TO: Assistant Superintendent, Human Resources or designee

JOB GOAL: To contribute to the efficient operation of the Personnel Department by planning organizing, developing, and conducting personnel employment processing functions and activities and the planning, organization, and maintenance of a records management system.

ESSENTIAL FUNCTIONS

1. Answers questions and provides information to appropriate staff, other employees, outside agencies and the general public regarding employee benefits, teacher credentials, district policies, and other personnel matters.
2. Assists with a wide variety of administrative, technical and complex personnel functions for the purpose of processing information from a variety of sources and preparing reports.
3. Composes documents (e.g., correspondence, employment verifications, contract preparation, reports, spreadsheets, etc.) for the purpose of communicating information to other staff, the public, etc.
4. Informs employees regarding a variety of procedures and employment requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established fiscal guidelines (e.g. Assisting employees and potential applicants with appropriate documentation of credentials and certificates and is able to speak knowledgably with employees about possible outcomes of potential changes in job or status.)
5. Prepares various reports and related documents (e.g., change of status, leave of absence recruitment packages, employment packets, etc.) for the purpose of providing documentation and information to others.
6. Processes documentation (e.g., examination results, course evaluations, transcripts, etc.) for the purpose of disseminating information to appropriate parties.
7. Schedules evaluations, testing, interviews, etc. for the purpose of processing applicants efficiently.
8. Assists other personnel for the purpose of supporting them in the completion of their work activities.
9. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
10. Maintains a variety of record-keeping systems monitoring dates to assure required actions are completed in a timely manner, including transcript/experience evaluation for the purpose of ensuring proper salary schedule placement.
11. Maintains a variety of employment files (applicants, personnel files, seniority and eligibility lists, test scores, etc.) and records, including the development and deployment of an electronic personnel record keeping system, compiling pertinent employee information (e.g. salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
12. Meets and deals effectively with staff, applicants, and the public in a constructive, objective, efficient, and professional manner.
13. Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
14. Performs a variety of complex clerical work, including typing, proofreading, filing, and record verification.
15. Operates a variety of office machines including copier, computer, typewriter, calculator, and computer terminal.
16. Follows District policies and procedures.
17. Communicates effectively in both oral and written forms.
18. Provides excellent "Customer Service" to staff and the community regarding personnel matters.
19. Knows and understands the Mission and Core Values of the District.
20. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Establishes computer programs for storage of personnel data.
2. Prepares background information to board agenda items for personnel report as needed.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift and/or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to push and pull objects weighing up to thirty (30) pounds.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
10. Able to exhibit full range of motion for shoulder abduction and adduction.
11. Able to exhibit full range of motion for elbow flexion and extension.
12. Able to exhibit full range of motion for shoulder extension and flexion.
13. Able to exhibit full range of motion for back lateral flexion.
14. Able to exhibit full range of motion for hip flexion and extension.
15. Able to exhibit full range of motion for knee flexion.
16. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year, bargaining unit employee

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provision of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	October 12, 1995
Amended by:	Board of Education	Date:	October 8, 1998
Amended by:	Board of Education	Date:	June 26, 2014

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**