

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

12/15/03
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TITLE: SENIOR PERSONNEL TECHNICIAN
REPORTS TO: Assigned Administrator
JOB GOAL: To efficiently and effectively assist in the daily operation of the human resources department including, but not limited to: the classified hiring process, salary placement, and change in status procedures.

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, composition, and math.
2. Laws, education code sections, and District policies, and sections of the Labor Code and Government Code pertaining to personnel management.
3. Methods used in compiling complex statistical reports.
4. Modern office methods, procedures, and equipment.
5. Principles and practices of public personnel administration, maintenance and administration of personnel records.
6. Principles of training and supervision.
7. Proficient with Microsoft Word, Excel, and Access programs, and RCOE personnel/payroll systems.

Ability to

1. Accurately post, check, and maintain files and statistical records.
2. Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
3. Audit and tabulate, balance, reconcile and extend data.
4. Be a productive and active team member.
5. 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.
6. Follows designated safety regulations associated with this position.
7. Follows district policies and procedures.
8. Inform applicants and employees regarding district employment policies.
9. Learn and efficiently operate new software programs related to assignment.
10. Make arithmetical calculations with accuracy and speed.
11. Perceive established departmental goals and objectives and work to ensure their fulfillment.
12. Perform a variety of specialized, complex clerical and technical duties concerning employment of personnel involving use of independent judgment, with accuracy and speed.
13. Perform duties as assigned with frequent interruptions.
14. Prepare accurate financial summaries, projections, reports, and correspondence independently without immediate supervision.
15. Prioritize and coordinate workflow and timeliness for self and others.
16. Proficiently operate a variety of office equipment such as calculator, transcription machine, copy machine, computer terminal, printer, etc. with speed and accuracy.
17. Read, understand, and explain technical policies and materials.
18. Type accurately at a rate of forty (40) words per minute.
19. Understand and apply complex rules, regulations, and policies.
20. Work successfully with diverse groups of people.

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SENIOR PERSONNEL TECHNICIAN

Training and Experience

1. A work history demonstrating dependability and reliability.
2. An excellent knowledge and hands-on working of word processing and spreadsheet software.
3. Equivalent to completion of twelfth (12th) grade, supplemented by courses in office practices, personnel management, accounting, and computer programs.
4. Three (3) years of increasingly responsible office experience, preferably in a California public school district personnel department; or any combination of training and experience that could likely provide the desired knowledge and abilities.

ESSENTIAL FUNCTIONS

1. Acts as an information source to subordinate clerks and technicians regarding work methods, procedures, problems, etc.
2. Acts as lead person for assigned clerical personnel.
3. Answers questions and provides information to appropriate staff, other employees, outside agencies and the general public regarding district policies and other personnel matters.
4. Assists in directing, coordinating, assigning, and scheduling the work of others.
5. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files.
6. Computes, verifies, balances and adjusts accounts, records and data requiring independent judgment based on established procedures and policies.
7. Initiates a schedule of hiring events that ensure a timely and proper system of employing new classified employees.
8. Maintains a filing system and record trail on all personnel transactions.
9. Performs a variety of complex clerical work, including typing, proofreading, filing, and record verification.
10. Places new employees into the personnel system according to the proper salary placement.
11. Process forms, applications, documents, records and/or other paperwork in support of assigned office functions.
12. Provides liaison with County, State, and Federal agencies on personnel matters.
13. Read, understand, and carry out both verbal and written instructions, policies, and procedures in an independent manner.
14. Trains other employees in the district's employment process.
15. Performs other related duties as assigned.
16. Prepares background information to board agenda items for personnel report as needed.

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SENIOR PERSONNEL TECHNICIAN**

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.
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 or carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
9. 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.
10. Able to operate a motor vehicle in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

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.

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: 12/15/03

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**