

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 Assistants/Supervisors/Teachers, Cal 14231 (YS 29734)-81311 (8 17, 19.0
- organize work, set priorities, and meet established deadlines in a dynamic work setting;
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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;
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