

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: January 20, 2010

Salary Schedule: 20; Row: 31

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### JOB TITLE:    **PERSONNEL TECHNICIAN**

JOB PURPOSE STATEMENT: To perform highly specialized, technical support duties related to employment which permit the Personnel Administrator to forward recommendations for initial hiring and continuing personnel decisions for certificated and classified personnel in full compliance with federal law, state law, and district regulations.

### JOB FUNCTIONS:

- Performs employment processes (e.g. recruitment, screening, testing, interviewing, credentialing, etc.) to process applicants
- Analyzes, calculates and evaluates information (e.g. salary, TB test requirements, longevity, probationary period, on-going eligibility requirements, certifications, licenses etc.) to ensure accuracy of employee's compensation and maintenance of employee's eligibility for position
- Orients new employees to provide information regarding district practices and procedures and state mandated employment requirements
- Composes documents (e.g. correspondence, memos, charts, forms, schedules, etc.) to provide documentation and communicate information
- Communicates with administrators, district personnel, applicants, and the community to provide information, assistance and direction to successfully fulfill the personnel requirements of the district
- Maintains employee records (e.g. confidential files, emergency cards, test scores, applications, etc.) to comply with all federal/state/county regulations
- Knows, researches, reviews regulations related to employment (e.g. Board policies, bargaining agreements, credentialing, etc.) to verify accuracy of data and ensure compliance
- Attends meetings to convey and/or gather information required to perform employment functions

JOB TITLE: PERSONNEL TECHNICIAN

Page 2

JOB FUNCTIONS – continued

- Provides guidance and direction to clerical support staff as assigned, participating in the selection of new staff to ensure that requests and practices conform to district policies
- Evaluates situations involving staff, the public and confidential and sensitive events to take appropriate action and/or direct to appropriate personnel
- Understands district/departmental functions and procedures
- Operates standard office equipment including use of computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetic calculations
- Demonstrates organizational skills
- Functions well in a busy office environment
- Works independently with speed and accuracy
- Establishes and maintains an effective working relationship with staff, students, parents, and community members
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee

JOB TITLE: PERSONNEL TECHNICIAN

Page 3

PHYSICAL ABILITIES - continued

- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- Sixty (60) units of college level training, preferable in office management or administration (desirable)

Experience:

- Three (3) years of experience in the processing of employment related documents and personnel record keeping in an educational setting (desirable)

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 50 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payments of an equal service fee is a condition of employment.