



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Certificated Personnel Technician

Established date: 06/01/1994

Revision date: 07/19/2016

#### **GENERAL PURPOSE**

Under the direction of the Assistant Superintendent, Personnel Services, perform technical and secretarial duties related to personnel management of certificated employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

1. Maintain important records and confidential files; update files on credential expiration dates, x-ray expiration dates, and transcript verifications; compose and submit a variety of correspondence; compile information for surveys.
2. Perform effective public relations activities; communicate with employees in person or on the telephone regarding changes in employment, leaves of absence, terminations, coursework, and other personnel-related issues; discuss current job openings with applicants.
3. Attend conferences and workshops to maintain current knowledge of methods and skills related to assigned areas.
4. Verify qualifications and eligibility for the required credentials; assist and advise teachers regarding information for applications.
5. Coordination of all certificated hiring, working closely with the Assistant Superintendent, Human Resources.
6. Work very closely with the County Office of Education, as well as the California Commission on Teacher Credentialing.
7. Operate calculators, copy machines, computers and other office machines as required.
8. Maintain personnel records on certificated employees and update files regarding contracts, pay schedules, and other information according to established time lines.
9. Perform projects as assigned by the Assistant Superintendent, Human Resources.
10. Collect materials and type Board items for certificated personnel; inform payroll of Board items or changes.
11. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Customer service practices and telephone etiquette.
2. Practices and techniques of program analysis including data collection methods and analytical procedures appropriate to required areas of analysis.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
4. Records management, recordkeeping, and filing.
5. District rules, policies, and procedures applicable to all areas of responsibility.
6. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
7. Uses and operations of computers, standard business software, and specialized database and spreadsheet applications.

**Ability to:**

1. Modern office practices, procedures and equipment.
2. Record-keeping techniques.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Oral and written communication skills.
5. Applicable sections of the State Education Code and other applicable laws.
6. Interpersonal skills using tact, patience and courtesy.
7. Technical aspects of field of specialty.
8. Type a minimum speed of 60 words per minute.
9. Understand and follow oral and written instructions.
10. Maintain confidentiality of information as necessary.
11. Establish and maintain cooperative and effective working relationships with others.
12. Work independently with minimum supervision.
13. Perform complex or varied tasks.

**Education, Training and Experience**

A typical way of obtaining the knowledges, skills, and abilities outlined above is:

Graduation from high school or GED equivalent and at least three years of responsible experience in clerical or administrative support; or an equivalent combination of training and experience. Experience in a school district is preferred.

**Licenses; Certificates; Special Requirements:**

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, and fingerprinting required.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is may be required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

The employee works in an office environment where the noise level is usually moderate.