

## HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

### **CLASS TITLE: PERSONNEL TECHNICIAN - CLASSIFIED**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Human Resources, perform technical and secretarial duties related to personnel management of classified employees.

#### **REPRESENTATIVE DUTIES:**

Maintain all classified records in the defined Human Resources and Payroll systems. This includes data input, reports, and maintenance of all classified records. *E*

Process all new classified employees, including Department of Justice clearance, New Employee Orientation video, and hiring packet/offer of employment. *E*

Ensure accuracy of all classified substitutes in the SubFinder system, as well as, manually call classified substitutes when necessary. *E*

Perform projects as assigned by the Assistant Superintendent, Human Resources. *E*

Maintain important classified records and confidential personnel files (employees and substitutes). Ensure files are accurate and kept updated; compose and submit a variety of correspondence; complete and submit reports on classified surveys. *E*

Maintain all classified job vacancies/postings on the defined web based system. This includes posting, tracking, and paper screening. *E*

Perform effective public relations activities; communicate with employees in person or on the telephone regarding changes in employment status, resignations, and other personnel-related issues; discuss current job openings with applicants. *E*

Collect materials and type Board items for classified personnel; inform payroll of Board items or changes in status via defined processes. *E*

Operate calculators, copy machines, computers, and other office machines as required. *E*

Use defined software to maximize efficiency in maintenance of classified records. *E*

Attend conferences and workshops to maintain current knowledge of methods and skills related to assigned areas.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge Of:**

- Microsoft Office 7.0 (including Word and Excel)
- Working knowledge of internet—Google Chrome and Gmail.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of the State Education Code and other applicable laws.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

### **Ability To:**

- Type a minimum speed of 60 words per minute.
- Understand and follow oral and written instructions.
- Develop and maintain records and files and devise improvements as necessary.
- Maintain confidentiality of information as necessary.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with minimum supervision.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and four years of broad, varied and increasingly responsible experience in clerical work. Preference will be given to candidates with two years of college or advanced secretarial coursework in personnel. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects normally not to exceed thirty (30) pounds, but may involve heavier objects of up to fifty (50) pounds with assistance. Incumbents in this class require mobility to stand, stoop, reach and bend. Dexterity of hands and fingers to operate a computer keyboard and other office equipment is essential. This position requires accurate perceiving of sound; near and far vision with the ability to read small print; depth perception; and the providing of oral information and direction.

Working Conditions: The noise level in the work environment is usually quiet. The work environment is at the District Office in the Human Resources Department. This position has frequent interruptions and considerable distractions from office activities. This position frequently works independently with high work volume and tight deadlines.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

9/2013