

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: Personnel Technician
WORK YEAR: 260-day

JOB DESCRIPTION: Under general supervision of the Director of Personnel to perform a wide variety of advanced and complex technical and secretarial duties in support of the human resource/risk management division of district operations. Employees in this job classification receive limited supervision within a broad framework of policies and procedures. Employees in this job class may direct and monitor the work of others in a lead capacity. This job class exercises responsibility, initiative, and the ability to work effectively under strict time constraints as well as effective communication skills. This position requires clear, concise, and professional communication with the public, employees, and various agencies. Employees in this class must demonstrate initiative, tact, patience, good judgment, and confidentiality. This classification is designed as confidential

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)

ESSENTIAL JOB TASKS:

- Assists/prepares data for collective bargaining processes.
- Provides information to staff and applicants regarding personnel/insurance related policies, procedures, records, transactions, and requirements.
- Processes and maintains personnel/insurance records for all district staff, including retirees, and district operations.
- Establishes and maintains confidential records as required.
- Performs a variety of human resource related tasks such as posting job vacancies, scheduling interviews, updating payroll information, distributing information/applications, preparing contracts and hiring authorizations,
- Performs a variety of risk management related tasks such as processing accident reports, insurance claims, eligibility rosters, payments schedules, scheduling safety trainings, OSHA data collection,
- Monitors /maintains annual notifications, volunteers and facility use agreements
- Prepares and distributes a variety of correspondence, notifications, and reports related to assigned personnel/insurance functions.

- Maintains liaison with business services staff and technology staff in relation to all personnel/risk management functions.
- Monitors/maintains leave tracking systems for employees and substitutes.

- Operates a variety of office equipment.
- Handles routine office duties.
- Maintains the confidentiality and security of sensitive information.
- Responsible for special projects as assigned.

Qualifications

1. Knowledge of:
 - Effective oral and written communication techniques.
 - Applicable laws, codes, regulations, policies and procedures.
 - District organization, operations, policies and objectives.
 - Telephone techniques and etiquette.
 - Correct English usage, grammar, spelling, punctuation and vocabulary.
 - Methods of collecting and organizing data and information..
 - Modern office practices, procedures and equipment.
 - Record-keeping techniques.
 - Interpersonal skills using tact, patience, and courtesy.Principles and techniques of effective oral and written communication skills.

2. Ability to:
 - Respond appropriately and effectively to emergency situations.
 - Perform difficult and responsible secretarial and clerical work with speed and accuracy
 - Learn, interpret, and apply pertinent policies, laws, rules, and procedures related to personnel/insurance transactions and record keeping requirements.
 - Answer telephones and greet the public courteously.
 - Type or input data at 45 words per minute from clear copy.
 - Operate a variety of standard office equipment and computers including proficiency including but not limited to Microsoft Office, (Word, Excel, PowerPoint).
 - Maintain records and files.
 - Compile, assemble, verify, and prepare data for accurate records and report.
 - Determine appropriate action within clearly defined guidelines.
 - Compose correspondence and written materials independently.
 - Communicate effectively both orally and in writing.
 - Complete work with many interruptions.
 - Develop and maintain cooperative working relationships with those contacted in the course of work.

- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Perform mathematical calculations with speed and accuracy.
- Work confidentially with discretion regarding student cumulative and health records.
- Work independently; make routine decisions.
- Be flexible and receptive to change. Work independently, and function under pressure and time constraints.

WORKING CONDITIONS:

Environment:

Indoor work environment

Physical Requirements:

- Dexterity of hands and fingers to enter data into a computer terminal and operate standard office equipment.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Frequently bend at the waist, kneel
- Reach overhead, above the shoulders and horizontally to retrieve supplies.
- Sit or stand for extended periods of time.
- See to read a variety of materials and screen student health conditions.
- Lift and/or carry up to 25 lbs for short distances or over 40 pounds with assistance.

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EDUCATION AND EXPERIENCE

Combination of any two of the following: AA Degree or equivalent college level training; or experience in personnel management, office management, risk management.

Four (4) years of increasingly responsible executive secretarial experience, with at least two years of responsible experience within the school system environment, preferably in the Personnel division

Valid First Aid and CPR Certification desirable.

Valid California driver's license, with proof of auto insurance.

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SALARY:

Placement on the Confidential Salary Schedule,
260 Days per year

Range 26

Board Approval Date: **02/01/2022**

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.