

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Personnel Technician I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Personnel Technician	FLSA:	Non-Exempt
JOB CLASS CODE:	9682	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-15-05
		HR REVISION:	06-06-12 07-27-16

BASIC FUNCTION:

Perform a wide variety of responsible clerical and technical duties in support of Human Resource Services; provide information and assistance to employees, administrators, job applicants, and the general public regarding personnel functions, policies, and procedures.

DISTINGUISHING CHARACTERISTICS:

The Personnel Technician I is the “entry level” in the Personnel Technician Series. They perform a wide variety of responsible clerical and technical duties according to established guidelines and procedures, exercise good judgment and discretion in handling problems, and work under the direction of an assigned director and analyst. The Personnel Technician II is the journey-level position in the Personnel Technician series and has higher levels of responsibility, independence of action, and consequence of error.

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 this classification, but is intended to accurately reflect the principle job elements.)

Post classified and certificated vacancies to the applicant tracking system, and distribute or email district-wide job postings; screen on-line classified applications according to the position description, job posting, and software skills testing; prepare interview and selection packets and distribute to hiring managers; make offers of employment. **E**

Assist with various personnel functions including the processing of new hires, new employee orientations, preparation of materials, recruitment fairs and other recruitment activities, reasonable assurance, notice of intention to return, master teacher stipend, subpoena research, leaves of absence, input absence reports; maintain confidentiality of sensitive information. **E**

Enter data into the personnel system related to certificated and classified evaluations, change of address, and TB clearances; assist with other personnel activities as needed. **E**

Search employee files, and compile information as necessary for production of regular and special reports; design and maintain a variety of databases for staffing, surplus, outstanding vacancies, and layoffs; meet a variety of deadlines according to Education Code, district policy and regulations, etc. **E**

Operate a computer, scanner, and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; learn and utilize computer database programs and other programs to produce reports and analyze data; operate standard office equipment. **E**

May operate Live Scan software to fingerprint new hires and volunteers as needed.

Understand and operate the district's applicant tracking system and the electronic document management systems including indexing parameters and procedures; print personnel records; reset applicant passwords; scan, file, and access documents electronically. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices; understand indexing parameters and procedures; assist with electronic document imaging of employee records; prepare documents for imaging and electronically scan. **E**

Provide excellent customer service by establishing positive relationships with district staff; respond to phone calls, emails, letters, and other communication; schedule meetings; open, screen, and route mail; may complete employment verification requests; provide coverage for front counter and reception; prepare a variety of letters, memorandums, notifications, etc.; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding	50 Correct WPM
Word	75% Overall Score
Excel	75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human Resource Services policies, procedures, and terminology.
 Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
 Operation of a computer, related software, and standard office equipment.
 Paperless electronic filing system.
 Technical aspects of field of specialty.
 Current office practices, procedures, equipment, and technology.
 Record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Oral and written communication skills.
 Health and safety regulations.
 Interpersonal skills using tact, patience, and courtesy.
 Telephone techniques and etiquette.

ABILITY TO:

Perform the basic function of the position.
 Monitor timelines to ensure compliance.

Learn, interpret, and explain rules, regulations, policies, and procedures related to assigned duties.
Meet schedules and timelines.
Work independently with little direction.
Operate a computer, related software, and standard office equipment.
Lift light objects according to safety regulations.
Handle multiple tasks, and complete work with many interruptions.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.