

## PERSONNEL TECHNICIAN II

### DEFINITION

Under general supervision, performs intricate technical work by one of the following (1) processes certificated contract or regular Board-elected classified personnel for employment, makes salary placements, and maintains personnel and salary records; or (2) serves as Credential Technician by maintaining records of teachers' credentials, ensuring proper credentialing of teachers, and assisting teachers in obtaining credentials; or (3) serves as Position Control Technician by maintaining control over all classified and Board-elected certificated positions to avoid hiring an unauthorized number of employees.

### DISTINGUISHING CHARACTERISTICS

Positions in the classification require independent decision making and accuracy. Must be able to make decisions with little or no input or notice. Employees in this classification encounter continual interruptions, in person or by telephone, while carrying out complex duties. Must have outstanding public relation techniques and the expertise to handle stressful situations while maintaining professional behavior.

### EXAMPLES OF DUTIES

As Credentials Technician, verifies that all certificated personnel are properly credentialled; assists certificated personnel obtain necessary credentials; advises certificated personnel of expiration of credentials and assists them in completing renewal forms; maintains liaison with the Commission for Teacher Preparation and Licensing and the County Office of Education regarding credential matters; maintains records of credentials held by teachers and other classes teachers can teach; evaluates transcripts and experience to determine eligibility for credentials; prepares computer source documents; maintains records and ensures proper licensing of registered nurses; verifies Immigration and Naturalization of new employees, includes completion of necessary forms and maintains records; provides updated credential information to school employees, administrators, and general public; knowledge of current legislation, Education Codes, and Title V regulations pertaining to credentials; knowledge, interpretation, and update of Commission Credential Book and Administrator's Handbook; monitors credentials revoked, suspended, or placed on probation by the Commission on Teacher Credentialing; maintains records for CBEDS Report; liaison to the Commission on Teacher Credentialing, County Office of Education, and local colleges and universities; performs a variety of clerical duties; and performs related duties as required.

As Position Control Technician, sets up and maintains the Table of Authorized Positions (TAP) listing all classified and Board-elected certificated positions and the proper budget code; analyzes staffing allocation compiled by Research and Evaluation; processes personnel requisitions to ensure authorized signatures have been obtained, to determine if budget approval is required, and to interpret the type of transaction; assigns position control numbers; verifies that positions to be filled are vacant; meets with administrators to resolve differences over numbers and types of positions at particular locations; maintains records of filled and vacant positions; prepares computer source documents; performs a variety of clerical duties; and performs related duties as required.

As certificated contract personnel processing and Salary Technician, processes all newly employed contract certificated personnel by giving them required documents to complete and requesting transcripts and experience verifications; reviews documents of employees for completeness; ensures completion of required health checks or tests; evaluates transcripts and experience to determine initial salary placements; prepares salary cards, personnel folders, and contracts; reviews transcripts of courses taken after initial hire and posts to salary cards; initiates salary increases based on attainment of additional credits and experience; maintains records on alternative to the Master's Program and gains approval for completion; prepares and submits computer source documents; administration of the new Class D on the teacher salary schedule, and Class Y and Z on the specialist salary schedule; accepts, reviews and maintains a prior approval file; accepts

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### EXAMPLES OF DUTIES (continued)

completed units and/or transcripts, posts salary cards, and salary adjustments applicable; and resolves problems in person or over the telephone; performs a variety of clerical duties; and performs related duties as required.

As Board-elected classified personnel processing and Salary Technician, reviews documents of newly hired Board-elected classified employees and prepares and maintains personnel folders; determines salary placements of classified employees; prepares computer source documents; determines appropriate salary step increases on anniversary dates and upon promotions; evaluates transcripts of Instructional Aides and Assistants and Teacher Associates to determine appropriate classifications and salary placements; prepares authorizations for payment of temporary classified employees including calculations of longevities and in-service; arranges for temporary clerical help from contractor and maintains billing records; determines insurance eligibility, and processes correct forms for Employee Benefits Office; calculates retirement eligibility, processing necessary documents; determines entitlement of vacation and sick leave benefits for classified employees; maintains in-service unit files, and processes documents for employees qualifying for in-service growth program; processes seven classified payrolls (monthly, per-diem, cafeteria, children's center, transportation, maintenance, and on-call substitutes); performs a variety of clerical duties; and performs related duties as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Modern office methods and procedures and familiarity with the use of typewriters, calculators and computers;  
Correct English usage, spelling, grammar, punctuation and commercial arithmetic;  
Technical personnel practices, procedures and principles.

and

#### Ability to:

Learn, interpret and apply regulations, policies and laws pertaining to area of specialization;  
Learn regulations, policies and laws of the Personnel/Affirmative Action Services Office;  
Perform complex clerical and technical work and make arithmetical calculations with speed and accuracy;  
Maintain technical personnel records and prepare reports;  
Analyze complex situations accurately and develop effective courses of action;  
Understand and carry out difficult oral and written instructions;  
Establish and maintain effective working relationships with those contacted in the course of work;  
Operate a typewriter, calculator and computer with speed and accuracy.

and

#### Experience:

One year of responsible technical personnel work at the level of a Personnel Technician I or three years of increasingly responsible experience performing complex technical clinical work.

and

#### Special:

Must be able to meet the necessary minimum qualifications required for official authorization to serve as a notary public for school district documents and records.