

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Personnel Technician III	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0582	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 59 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-17-66
		BOARD REVISION:	04-26-78 03-01-94
		CABINET APPROVAL:	09-04-13

BASIC FUNCTION:

Plan, organize, coordinate and direct complex, advanced-level personnel functions and operational activities requiring independent judgment and analysis; oversee personnel software functions to ensure data integrity.

DISTINGUISHING CHARACTERISTICS:

The Lead Personnel Technician's knowledge and capabilities encompass human resources, as well as an understanding of the systems that support human resources. The individual is routinely responsible for many of the activities required to manage the district's human resource services processes.

The Lead Personnel Technician may perform in a team or project leader capacity on a special project assigned by the supervisor. In this mode, the Lead Personnel Technician acts as a technical resource and provides guidance to Personnel Technicians. The Lead Personnel Technician acts as a secondary technical resource to Personnel Technicians and Analysts in support of the supervisor.

Under the general direction of the supervisor, assist in the distribution, coordination, and completion of human resource assignments; perform complex technical work involving human resource reports, documents, and records; has a detailed knowledge of departmental procedures and precedents; communicate information to the public effectively with confidence and accuracy.

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.)

Act as a liaison with Technology Services, Budget Services, and Payroll Services; serve on the liaison committee with Escape Technology to oversee changes, updates or issues that affect Human Resource Services; assist the Substitute Services Office with back up coverage, and payroll coordination; coordinate the formulation of personnel transactions agenda for the Board of Education; work on a wide variety of special project assignments. **E**

Develop, implement, and update internal Human Resource Services procedures to assure smooth and efficient delivery of services and compliance with laws, policies, and regulations. Function as a project leader for Human Resource Services in the implementation and ongoing revision of the personnel computer system; interpret and implement written and oral instructions related to union collective bargaining agreement, Education Codes, and district policies and procedures. **E**

Provide technical expertise to school sites, staff, and other departments regarding personnel issues; conduct research to resolve the more difficult and complex personnel issues and discrepancies; resolve problems and disputes in a courteous and tactful manner. **E**

Evaluate, analyze, and process documents and perform varied duties for all personnel functions including the analysis and processing of personnel requisitions for new hires, promotions, status changes, budget code codes, resignations, retirements, and other technical employment and salary placement information. **E**

Analyze and verify transcripts and other documents for career lattice, professional growth, and professional improvement to determine salary advancement/placement; prepare necessary documentation and update records; complete verifications of teacher experience for former employees. **E**

Process personnel requisitions accurately and in a timely manner so that payroll and employment data is accurate; make salary placements for classified reassignments and initial certificated salary range and step placement recommendations based on education, experience, credentials, and district guidelines. **E**

Provide payroll with documentation of all personnel transactions that affect pay and/or employment. **E**

Analyze, process, and determine pay for all per diem requisitions; communicate with sites/departments regarding per diem requisitions; analyze and maintain records regarding differential pay, working out of class, in-service units, longevity, and all other personnel actions affecting pay or employment status. **E**

Evaluate, analyze, and determine eligibility of contracted daily rate of pay for long-term substitutes, notify payroll and other appropriate staff, and input data to generate appropriate pay step and rate. **E**

Perform complex, detailed, and accurate computer functions using the district's personnel/payroll system; operate and understand personnel system functions to assure that data entered into the system interfaces accurately with payroll. **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; verify a wide variety of employee work calendar placements; operate standard office equipment. **E**

Design and maintain database systems for personnel actions; including applicant tracking; and all other information associated with the personnel/payroll system. **E**

Interpret numerous bargaining unit contracts; adhere to district and contractual guidelines related to all aspects of personnel. **E**

Understand and operate the district's applicant tracking system and the electronic document management system including indexing parameters and procedures; print personnel records, produce reports, submit applicant information to hiring managers; scan, file, and access documents electronically; research and reevaluate employee records to determine eligibility, longevity, retirement, probationary/permanent status, and anniversary and transfer article dates. **E**

Maintain comprehensive records; prepare written reports; prepare and transmit information related to employment; assist with mass employment and verification mailings to employees and sites. **E**

Provide detailed and technical information; provide personnel training to Human Resources staff, sites and departments; explain policies and procedures at and school office manager meetings. **E**

Track service hours to determine step increases and health benefit eligibility for adult education. **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**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, provide cross-training for other employees, cooperate with others, participate in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and five years increasingly responsible technical computer and human resources experience. California school district experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding55 Correct WPM
 Word.....80% Overall Score
 Excel.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District personnel policies and procedures related to certificated and classified employment.
 Methods and processes of statistical analysis and data reporting.
 State of California credential requirements and procedures.
 Applicable sections of State Education Code and other state and federal laws.
 Bargaining unit contracts, policies, and procedures.
 Payroll/personnel and understanding of system functions.
 Operation of a computer, scanner, related software, and standard office equipment.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Oral and written communication skills.
 Interpersonal skills using tact, patience, and courtesy.
 Operations, procedures, specific rules, and precedents of employment processes and practices.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Perform complex assignments independently to meet schedules and timelines.
 Learn, understand, and operate the electronic document management systems and applicant tracking software.
 Work with computer systems and networks to perform a variety of specialized technical duties.
 Learn, understand, and use database management programs.
 Conduct research from a wide variety of sources.
 Analyze complex personnel-related information.
 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.
 Maintain records and prepare reports.
 Operate a computer, scanner, related software, and standard office equipment.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Multi-task and complete large volumes of work with many interruptions.
 Lift light objects according to safety regulations.
 Understand and work within scope of authority.
 Work confidentially with discretion.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; fast paced work with deadlines; 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; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; lift light objects.

SAMPLE HAZARD:

Contact with dissatisfied or abusive individuals.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date