

SAN YSIDRO SCHOOL DISTRICT

TITLE: Personnel Technician
DEPARTMENT: Human Resources
FLSA: Exempt
Revised: September 2020

REPORTS TO: Department Head
CLASSIFICATION: Confidential Classified
SALARY: Confidential Salary Schedule Steps 10-14
Board Approved: September 10, 2020

BASIC FUNCTION: Under the direction of the Executive Director of HR, the Personnel Technician performs a variety of complex personnel and clerical functions; assists with the employment process, informs employees and applicants regarding human resources procedures and program requirements; maintains manual and electronic documents, files and records.

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

- Assists with a wide variety of personnel policies and programs (pre-screen employment applications, assign substitute staff, etc.) for the purpose of conforming to district policies.
- Communicates with the public, prospective employees, district administrators, and other district employees to provide information and assistance concerning personnel policies and district procedures.
- Assists with the employment processes for the purpose of meeting district staffing requirements while complying with all District, State and Federal regulations and collective bargaining agreements.
- Evaluates transcripts, employment verification and other documentation to establish eligibility and final salary placement of new employees.
- Assists in an accurate assessment of the successful candidate's records to determine salary schedule placement, appropriate credentialing, and the completion of all records, which will become a part of the employee's permanent personnel file.
- Conducts employment reference checks for interviewees prior to final selection of successful candidate.
- Prepares offers of employment for certificated and classified staff.
- Develops and maintains comprehensive manual and electronic personnel related records (leaves of absence, seniority list, position postings, transfers, etc.) for the purpose of documenting activities, providing written reference, and/or conveying accurate information to district management, staff and the Board of Education members in compliance with district regulations and collective bargaining agreements.
- Plans, organizes, compiles, and prepares the Human Resources components of the Governing Board Agenda.
- Assists in composing, organizing and editing employee handbooks and personnel manuals.
- Prepares and maintains staff assignment rosters and staff directory.
- Assists the Executive Director of Human Resources to prepare confidential materials for union negotiations.
- Maintains accurate and up-to-date copy of collective bargaining unit agreements.
- Interprets and advises employees regarding the content and implementation of the collective bargaining agreements including salary, benefits, leaves and employee obligations and duties.
- Maintains an accurate record of all grievances and the outcome of each grievance.

- Maintains up-to-date records of all job descriptions in an organized manner.
- Works closely with the Executive Director of Human Resources and San Diego County Office of Education to monitor all teacher credentialing requirements and keeps accurate up-to-date records of existing employees, the credentials they hold, and the timeline for renewal of credentials.
- Cross checks the assignment of teachers with the credentials the employees holds.
- Advise candidates and current certificated staff of requirements for credentials and permits, including updates from the California Commission on Teacher Credentialing (CTC).
- Manage and maintain records on certificated staff to assure required credentials and English Learner authorizations are held, obtained, and maintained in conformance with regulation of the CTC.
- Process and submit applications for intern credentials, provisional internship permits, short term staff permits, and limited assignments permits on behalf of the District.
- Acts as the District contact for university internships, student internships and student teaching placement in accordance with University Memorandums of Understanding.
- Assure successful and finding-free county and district credential audits.
- Maintains records of all proposals, counter proposals and employee contracts resulting from the negotiation process.
- Coordinates the development of required Human Resources reports
- Assists in the oversight and monitoring of online annual employee training to ensure compliance.
- Performs other duties as assigned by the Executive Director of Human Resources.

KNOWLEDGE OF:

- Basic math, including calculations using fractions, percent and/or ratios.
- Personnel practice applied within a school district environment.
- Codes, regulations & laws related to the job functions.
- Reading and writing English communication skills.

ABILITY TO:

- Use basic, job-related equipment.
- Work with others in a wide variety of circumstances.
- Analyze data utilizing defined but different processes.
- Operate equipment using standardized methods.
- Work with a diversity of individuals and/or groups.
- Work with data of varied types and/or purposes.
- Maintain confidentiality.
- Independently interpret guidelines.
- Analyze issues and create action plans.
- Establish and maintain effective working relationships.
- Work with detailed information and frequent interruptions.
- Adapt to changing priorities.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- BA required in a related field
- A combination of training, experience, and/or education equivalent to four years of recent, full-time equivalent, increasingly responsible office-clerical experience.

- Previous public school Human Resources experience preferred.
- CA Driver's License

WORKING CONDITIONS

Office environment; subject to constant interruptions and office activities.

PHYSICAL REQUIREMENTS:

Lifting and carrying objects up to 15 pounds, dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects; hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare, and proofread documents; sitting for extended periods of time.