

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Personnel Technician III

DEFINITION: Under the direction of the Director of Human Resources, coordinates the personnel functions of the district; performs technical work in the daily operations of the personnel office. This position works with personnel matters; handles information/documents for the Director of Human Resources. This position requires technical expertise and high levels of responsibility involving the employment of District personnel.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Coordinates recruitment of all certificated and classified personnel; advertises vacancies, receives and processes employment applications, plans and conducts screening and interviews, processes background checks, determines salary placement and issues employment contracts
- Coordinates with school principals and other District Administrators in arranging interviews and related activities and assists in resolving other employee problems
- Provides information, assistance, and advice to employees and job applicants on District personnel policies and procedures, the application process, and examination process
- Prepares orientation packets for new employees. Assists new employees in completing necessary papers for payroll and employee benefits
- Enters and maintains confidential personnel information on county data processing system
- Prepares various reports pertaining to personnel for the governing board and Sonoma County Office of Education
- Updates information for automated Substitute Finder System, to help ensure school sites are able to meet staffing needs
- Enters and updates in a timely manner all computer records necessary for the proper maintenance of the Personnel/Position Control data base
- Prepares Personnel Assignment Order for all Board meetings
- Maintains accurate personnel files on all employees. Maintains records on all employees for TB and fingerprint clearances
- Composes correspondence related to personnel department matters
- Writes and updates district job descriptions
- Coordinates paper work for employees who resign and who are eligible for retention of benefits through COBRA
- Assists with open enrollment period for all health plan benefits
- Revises and updates all forms for hiring procedures, new employees, and supplemental employees
- Maintains Certificated and Classified Employee Seniority Lists
- Maintains all confidential personnel documents

- Updates and distributes annual district employee directory
- Administers Tests to perspective employees
- Presents update of personnel changes to secretaries at workshops
- Performs other related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- School District policy, rules and regulations pertaining to personnel
- Teacher credential requirements; District and State policies and procedures on hiring classified and certificated personnel; certificated and classified pay plans of the District; negotiated contracts for certificated and classified personnel
- Office methods, equipment and procedures
- English usage, spelling, vocabulary, grammar, punctuation, and arithmetic
- Appropriate software used in the Human Resources Department

ABILITY TO:

- Learn, interpret and apply School District rules, laws, and policies with good judgment while independently carrying out a variety of responsible clerical procedures
- Maintain the confidentiality of personnel records and District related information
- Take responsibility and use good judgment in recognizing scope of authority
- Make independent judgment with respect to the provisions of union contract
- Deal effectively with a wide variety of personalities and situations with tact, friendliness, judgment and poise
- Prepare confidential records and reports
- Type at a speed of not less than 55 words per minute
- Maintain positive relationships with those contacted in the course of work
- Relate positively to students, staff and the public

EXPERIENCE:

- At least five years of experience in the clerical field, preferably two years with personnel related responsibilities

EDUCATION:

- High School diploma or equivalent
- Successful completion of secretarial courses

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish
- Advanced computer literacy
- Advanced course work in secretarial/clerical/personnel
- School district experience

Reviewed by Classification Study Committee: July 27, 2016

Approved: 6/26/2018