

**JOB DESCRIPTION****JOB TITLE:** *Personnel Support Technician (1139)*

**Job Summary:** Under the general supervision of the Assistant Superintendent, Human Resources, the job of Personnel Support Technician is done for the purpose of performing a variety of tasks to assist the Personnel Technicians and Administrative/Executive Secretary to facilitate the hiring of new staff, to maintain employment records, to review time sheets, to assist in the calculation and adjustment of salaries, to inform employees of their employment rights and responsibilities, to assist in providing information for collective bargaining and maintain collective bargaining agreements, and to schedule appointments for STRS counseling.

**Essential Job Functions:**

- ▶ Interviews clients and staff on the telephone and in the office regarding routine matters for the purpose of furnishing desired information, referring calls to the proper source, or to arrange an appointment with the Assistant Superintendent of Human Resources.
- ▶ Composes letters, memorandum, reports, bulletins, job announcements, flyers, and other written correspondence for the purpose of providing information to staff, job applicants, and the public.
- ▶ Processes and maintains files, records (employee absences and monthly attendance reports, fingerprint and TB clearances, personnel data), collective bargaining agreements for classified and certificated personnel and programs for the purpose of maintaining permanent employment records.
- ▶ Compiles and processes surveys and reports from various data sources, requests for purchase orders, newspaper advertisements, and time sheets for the purpose of completing requests for information.
- ▶ Maintains and updates substitute teacher/aide lists for the purpose of facilitating the calling of substitute teachers and aides.
- ▶ Distributes and processes employment papers and necessary forms pertaining to substitutes for the purpose of providing information to employees and maintaining required employment records.
- ▶ Verifies employment orally, or in writing, for the purpose of completing requests for information for mortgage lenders, credit agencies, and prospective employers.
- ▶ Facilitates the employment process by creating job announcements, processing applications, and coordinating paper screening and interviews for the purpose of hiring new staff.
- ▶ Provides orientation for new employees, as needed, for the purpose of informing new employees of their rights and responsibilities according to state law and Tulare County Office of Education policies.
- ▶ Administers Instructional Aide Assessment, as needed, to applicants for the purpose of meeting Education Code and NCLB requirements.
- ▶ Assists in setting up for meetings, workshops, and conferences for the purpose of assisting the Administrative/Executive Secretary.
- ▶ Assists in mass mailings and distribution of the mail, the weekly Executive Summary Report, Taskmaster job descriptions and creating payroll action forms as needed, for the purpose of assisting the Personnel Technicians and Administrative/Executive Secretary.
- ▶ Compiles substitute teacher and aide employment packets and new hire orientation packets for the purpose of informing employees and maintaining required employment records.
- ▶ Collects time sheets for the purpose of verifying the correct hourly rate and days worked.
- ▶ Fingerprints school employees, school volunteers, and independent contractors, as needed, for the purpose of transmitting fingerprints to the Department of Justice for processing.
- ▶ Answers the STRS Counseling telephone line for the purpose of scheduling STRS members for retirement counseling appointments.

**Other Job Functions:****Essential Job Requirements - Qualifications:**

- ▶ Experience Required:
  - Experience working in a personnel office preferred.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - perform difficult and responsible secretarial work
  - make mathematical calculations with speed and accuracy
  - type at a speed of 50 wpm net from clear copy
  - use a computer for word processing, data entry, and spreadsheet applications
- ▶ **Knowledge of:**
  - office methods, practices, and procedures
  - personnel law and practices
  - public relations
  - records management
- ▶ **Ability to:**
  - learn and apply school district procedures, rules, and regulations
  - interpret and explain Education Codes, rules and regulations related to fingerprinting
  - compose correspondence independently
  - understand and carry out oral and written directions
  - maintain cooperative relationships with those contacted in the course of work
  - work a flexible schedule when needed
  - travel locally

**Education Required:**

- ▶ Formal or informal education equivalent to the completion of the twelfth grade with supplementary training in office practices and procedures, word processing, data entry, and spreadsheet application.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Valid California Driver's License and proof of automobile insurance
- ▶ Department of Justice Fingerprint Rolling Certification performed after the offer of employment

**Other Specialized Requirements:**

- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.