

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL TECHNICIAN II - CERTIFICATED

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical and specialized functions in support of the employment, credentialing and processing of the District's certificated employees.

REPRESENTATIVE DUTIES:

Verify that teachers and other certificated employees have proper credentials recorded with the County office; provide information on credential requirements for administrators, teachers, substitutes and applicants;

Notify sites of credential expiration dates, credentialed subject areas, possible misassignments and maintain current information on credential requirements.

Provide detailed information regarding certificated employment opportunities, salaries and related matters to District staff and the public.

Perform a variety of duties involved in the recruitment and selection of certificated applicants; process applications and screen for completeness; schedule interview appointments and maintain related records and files.

Gather, compile and evaluate official transcripts and other information used to determine and recommend initial salary placement and anniversary increment recommendations.

Conduct employee orientations; notify payroll of salary changes, additions to staff, leaves of absence and changes of status.

Prepare and distribute offer letters, contract letters and related correspondence to permanent and probationary personnel.

Prepare appropriate agenda material and Board reports related to certificated personnel; process paperwork on new certificated hourly and contract personnel.

Maintain a variety of records and files regarding certificated personnel; monitor and track certificated evaluation timelines; prepare related reports.

Input and maintain personnel data concerning certificated personnel.

Provide work direction and guidance to assigned workers.

Perform various duties as the Secretary to the Professional Advancement Committee; attend meetings and compose and type correspondence.

Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.

Operate a variety of computer software, including databases, spreadsheets, Internet and the County computer system as related to position.

Perform duties related to job description as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District procedures, rules and regulations concerning certificated personnel.

Certificated contract agreements.

State of California credential requirements and process.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer terminal.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Technical aspects of field of specialty.

ABILITY TO:

- Perform a variety of technical duties concerning employment of certificated personnel.
- Read and interpret transcript following applicable sections of state and federal laws, codes and regulations.
- Inform applicants and employees regarding District employment policies and California credential requirements.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Read, interpret, and follow applicable sections of certificated contract agreement.
- Explain District rules, regulations, policies and procedures.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Type at 50 words net per minute from clear copy.
- Work cooperatively and effectively with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Provide work direction to others.
- Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible clerical experience preferably including experience in a personnel office, or college-level coursework in human resources or related field.

WORKING CONDITIONS:

District office environment.