

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL TECHNICIAN II - CLASSIFIED

BASIC FUNCTION:

Under the direction of an assigned supervisor, work independently and use own judgement to perform complex, technical and specialized functions in support of the recruitment, selection, employment and processing of the District's classified applicants and employees; prepare and maintain a variety of personnel files, records and reports.

REPRESENTATIVE DUTIES:

Review district personnel requisitions to determine appropriate action; prepare county information forms ensuring proper coding of classification, salary, pay cycle, action code and retirement plan and status and various stipends; input data on computer to ensure that employees are paid on time and in the correct amount.

Receive, audit and verify documents from the county for proper salaries, classification and other pertinent data to ensure that all data entered on computer is accurate and complete.

Communicate with departments and sites to exchange or correct information and resolve discrepancies related to payroll and personnel functions.

Provide information and assistance to school district personnel, staff and the public regarding job vacancies, verifications, district policies and procedures, employee benefits and other personnel matters.

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

Create new tests and/or update current tests to comply with new laws and/or job descriptions, determine appropriate test; schedule, administer and score written tests; prepare eligibility lists and schedule interviews; inform applicants of results.

Review transcripts to determine eligibility for placement in job classification based on Education Code, state and federal regulations; provide information and assistance in determining the most beneficial plan of action for each individual candidate.

Process new employees according to established procedures to ensure compliance with state, federal and district rules and regulations including but not limited to fingerprints and identification photos, drug tests, physicals and/or back screens.

Communicate with Department of Justice as needed to ensure that reports are received in a timely manner and advise them of employment status.

Compile and distribute new employee orientations materials; coordinate and arrange sexual harassment training for new employees as needed.

Coordinate first aid training to ensure that employees are in compliance with job requirements.

Receive and process all required documentation related to all leaves of absence.

Notify payroll of salary changes, additions to staff, leaves of absence and changes of employee status.

Notify site and/or department of any additions to staff, leaves of absence and changes of employee status.

Prepare appropriate agenda material and Board reports related to classified personnel; ensure proper completion of paperwork needed for Board approval.

Prepare and maintain a variety of statistical records and reports.

Maintain various records and files related to personnel functions; update and maintain related computerized records.

Assign and schedule substitutes as needed; communicate daily with school sites regarding employee absences; process requests for substitutes for inservices and conferences.

Type a variety of materials such as job announcements and advertisements, and ensure printing, distributions and mailing; type correspondence, reports and other related personnel material.

Answer phones; take and relay messages; perform a variety of clerical duties and provide assistance to other personnel as directed.

Provide work direction and guidance to assigned workers.

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

Operate a variety of computer software, including databases, spreadsheets, word processing, 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 classified personnel.

Classified contract agreement.

Applicable sections of State Education Code and other applicable laws.

Federal rules and regulations related to the verification of citizenship or right to work in the United States.

Modern office practices, procedures and equipment.

Technical aspects of field of specialty.

Record-keeping techniques.

District organization, operations, policies and objectives.

Proper use of English; grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

- Evaluate and interpret diplomas and transcripts.
- Perform a variety of technical duties concerning employment of classified personnel.
- Read, interpret, explain and follow applicable sections of State and federal laws, codes and regulations and District policies and procedures.
- Learn, understand, interpret and explain District policies and procedures pertaining to payroll and personnel functions.
- Read, interpret and follow applicable sections of classified contract agreement.
- Understand and follow oral and written directions.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Perform clerical duties such as filing, duplications and typing.
- Type at 50 words net per minute from clear copy.
- Work cooperatively and effectively with others.
- Meet schedules and time lines.
- Maintain a variety of records, lists and files.
- Operate a variety of office machines including typewriter, calculator, copier computer and word processing hardware/software.

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 course work in human resources or related fields.

WORKING CONDITIONS:

District office environment.