

MOUNTAIN VIEW-LOS ALTOS UNION HIGH SCHOOL DISTRICT
1299 BRYANT AVENUE
MOUNTAIN VIEW, CA 94040

CLASS TITLE: PERSONNEL TECHNICIAN II
BASIC FUNCTION:

Under the direction of an assigned administrator perform responsible duties relating to all areas of personnel. Performs, independently, a variety of complex clerical, statistical, and accounting tasks which involve research, interpretation and application of the Negotiated Agreements, District guidelines, policies, and regulations, data collection, input, and verification related to District classified and certificated personnel; prepares detailed reports, monitors appropriate budget assignment and compliance with Federal, State and local regulations, practices, and policies; disseminates information to employees, supervisory personnel, schools, department heads and the Board of Trustees. **Provides training to Personnel technician I position and keeps current in knowledge and training related to databases, procedures, rules, laws etc in order to ensure practices and procedures are up to date and in compliance.**

REPRESENTATIVE DUTIES:

Receive, verify, and answer inquiries regarding employment opportunities; prepare and distribute current job postings for personnel including coaches, distribute opening information within the District and to other districts and news media.

Set up interview panels and screening boards as necessary; schedule testing times and places; perform background and reference checks; score applicant tests and develop rank order lists.

Receive calls and inquiries from applicants regarding job openings and test results; disseminate appropriate information; distribute congratulation and regret notices to applicants.

Prepare necessary paperwork to establish new employees on payroll; determine appropriate salary placement for new employees following negotiated agreements and district practice; code personnel and payroll forms according to established procedures and codes.

Assist new employees with completion of necessary forms; enter necessary payroll and benefits information into the computer and update as needed; provide orientation to the District's employee benefit program and personnel policies and procedures.

Prepare and distribute necessary paperwork in the event of a change in an employee's position, status, work location, salary, or special payments; update personnel database.

Maintain all required files related to employment with the District.

Coordinate workflow to ensure meeting all required deadlines.

Gather, compute, and compile statistical information as needed for various reports.

Maintain data and files on projects.

Understand and appropriately apply contracts, policies and procedures to a variety of situations.

Develop and prepare a variety of comprehensive statements and documents related to personnel. Develop and maintain efficient and effective record-keeping systems and audit trails for all actions.

Analyze documentation to assure appropriate control and consistency. Answer questions and provide a variety of information and assistance to District personnel and other parties regarding personnel issues; coordinate activities with other departments.

Assist in the development and implementation of new or revised procedures and forms to assure efficiency and compliance with District policies and applicable governmental regulations.

Assist others as appropriate in reviewing the District's personnel records, reports and transactions.

Perform related duties as assigned.

KNOWLEDGE AND ABILITY:

Knowledge of:

Basic school district organization, functions, policies, procedures, rules and regulations.

Records management and filing systems.

Data organization and presentation.

Word processing, spreadsheet, presentation and data base software.

Organization and planning techniques.

Standard office machines and computer equipment; various district software packages used to enter, revise, audit and analyze data.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Applicable sections of State Education Code and other relevant state and federal laws.

Interpersonal skills using tact, patience and courtesy.

Operation of a personal computer.

Technical aspects of personnel office.

Ability to:

Plan, organize, and prioritize workload so as to meet established time lines.

Learn and apply rules, regulations, policies and procedures related to classified and certificated personnel.

Communicate effectively and tactfully in both oral and written forms with administrators, staff, students, applicants and the community at large.

Perform clerical work with speed and accuracy with constant interruptions.

Gather and analyze data and prepare charts, graphs and tables.

Reason logically and draw valid conclusions.

Perform complex technical and clerical work with accuracy, speed and a minimum of supervision.

Understand and interpret complex Federal, State, Negotiated Agreements, and local rules, regulations, and practices.

Analyze problems, organize data, draw accurate conclusions, present information and resolve problems or recommend appropriate solutions.

Process a substantial amount of paperwork while adhering to set timelines.

Develop and maintain a variety of records.

Analyze data, draw accurate conclusions and resolve problems.

Work independently with little direction.

Observe strict confidentiality.

Establish and maintain cooperative, customer friendly, effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to an Associate of Arts degree.

Three years of increasingly responsible secretarial, administrative and record keeping experience in a school environment. Computer experience required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- District administrative office environment; subject to frequent interruptions
- Work under pressure of deadlines and time constraints
- May be required to work at a computer workstation for extended periods of time

Licenses and other requirements:

- Criminal Justice fingerprint clearance
- Evidence of TB clearance

If required to operate a vehicle:

- Valid California Motor Vehicle Operator's License
- Acceptable driving record and qualification for insurability by the District's insurance carrier