

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Personnel Technician  
**Department/Site:** Personnel Commission  
**Reports to:** Director of Classified Human Resources

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:** 30  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the Personnel Technician will perform routine clerical and technical support to the Personnel Commission department requiring Merit System and Human Resources specific-knowledge; provide customer service to the public and outside agencies; provide information and assistance to applicants and District employees regarding classified job recruitment opportunities, examinations and the selection processes.

### ESSENTIAL FUNCTIONS

- Perform primary receptionist duties for the Personnel Commission department; greets the public and walk-up inquiries regarding classified opportunities, and procedural information, answers telephone call inquiries; distributes office mail; prepares office correspondence by using standard office software.
- Perform a wide variety of technical and clerical work, including typing, proofreading, filing and scanning of confidential records and/or reports using Laserfiche; and maintaining recruitment and eligibility lists files.
- Assist department staff in the employee recruitment and transfer processes using the NeoGov Applicant Tracking System; distributes and post job announcements on multiple platforms; updates, prints and assembles competency, performance and oral examination materials.
- Proctor examinations by checking candidate's identification, distributing exam materials and ensure testing security and instructions are followed; collecting and accounting for all testing documents and materials used in the examination.
- Solicit subject matter experts for examination panels by contacting internal District employees and external community members to solicit their service; maintains oral boards and raters database for ongoing use.
- Process the classified Temporary Employee Recruitments in accordance with established procedures; recruits, screens applications, contacts candidates selected for temporary employments; notifies applicants of non-eligibility; and work in coordination with human resources.
- Prepare and distribute hiring packets for District hiring managers.
- Maintain room reservation calendars; schedules meetings and appointments following instructions and office procedures.
- Assist with the preparation of materials for the monthly Personnel Commission meetings and Job Fairs.
- Assist in updating the Classified Seniority list when needed.
- Provide technical and procedural guidance to District staff and the public regarding job vacancies, employment, examination procedures while applying Federal and State law, Rules and Regulations of the Classified Service and bargaining unit contract agreement.
- Order supplies and materials for keeping inventory; maintains equipment; prepares mailings and duplicates materials for meetings; retains and purges documents in accordance with record retention policies and regulations.
- Participate in a variety of meetings, workshops and/or trainings as required by the Director.

## **OTHER FUNCTIONS**

- Perform other duties as assigned which are related, or logical in assignment to the position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms, including NEOGOV.
- Personnel Commission and Human Resources services, objectives, policies, procedures and practices.
- Maintaining confidential records and files.
- Basic practices of recruitment and selection.
- Customer service practices, telephone, and email etiquette.
- Recordkeeping policies, practices and procedures involving human resource operations
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District organization and locations.
- Relevant sections of the California Education Code, Personnel Commission Rules, the Brown Act, collective bargaining agreement and other applicable laws.
- Safety policies and safe work practices applicable to the assignment.

### **Skills and Abilities to:**

- Understand and apply the California Education Code, Merit System Rules, board policy, administrative regulations and collective bargaining agreements.
- Provide support and service in a wide range of recruitment, testing and other employment activities.
- Support the Personnel Commission in preparation for and conduct monthly meetings.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from instructions.
- Track and report information utilizing spreadsheets and databases.
- Performs mathematical calculations.
- Maintains confidentiality of Personnel Commission files and records.
- Communicate effectively, both orally and in writing.
- Understands and follows written and oral instructions.
- Operates a computer and use standard business software.
- Type accurately at a speed necessary to meet the requirements of the position.
- Represents the District and Personnel Commission effectively, maintains professionalism with District staff and the public.
- Flexibility and exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

## **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three (3) years of clerical office work experience, which includes one (1) year of work experience in a human resources office.

### **Education:**

High school diploma or equivalent.

### **OR:**

Associate's degree or higher in the field of Human Resources or a closely related field from an accredited college or university may be substituted for 2 years of work experience.

## **REQUIRED TESTING**

- Pre-employment Proficiency
- Pre-employment Physical Exam

## **CONTINUING EDUCATION/TRAININGS**

- None Specified

## **CERTIFICATES/LICENSES**

- Valid California Class C Driver's License

## **CLEARANCES**

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)