

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: SENIOR PERSONNEL TECHNICIAN

SALARY LEVEL:	Confidential Unit Factor 0.880	DIVISION:	Confidential
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Superintendent		
APPROVED BY:	Board of Trustees	DATE:	2/5/14

BASIC FUNCTION: Under the direction of the Superintendent, coordinates the certificated and classified personnel programs including recruiting, salary administration, reporting, records, health and welfare benefits, credentials, and a variety of other personnel-related matters.

REPRESENTATIVE DUTIES:

- Maintain classified and certificated personnel files; notify Payroll of status changes, including salary calculations for classified personnel and column movement for certificated personnel; review and update personnel files according to established timelines.
- Coordinate and implement the recruiting function for both classified and certificated personnel; assist applicants in completing application forms as necessary; review completed applications for thoroughness; supervise and correct testing; arrange for interviews; orient and process new employees; certify substitute teachers; update and maintain tuberculosis records of employees.
- Schedule appointments for drug screenings, physical and lift examinations, TB testing, Hepatitis B vaccinations.
- Maintain fingerprint clearance data and keep track of pending clearance for new employees.
- Maintain all records and files for blood borne pathogens procedures and notifies employees of needed requirements.
- Prepare the Personnel Department section and accompanying material for the Board packet for Governing Board meetings.
- Maintain file of job descriptions for all classifications of personnel.
- Gather and compile materials for confidential records, memoranda, bulletins, reports and other documents, including statistical reports; verify personnel related CalPADS information.
- Perform confidential duties involving employer-employee relations and other matters; perform secretarial duties for district negotiations, including minutes.
- Disseminate information to all part-time personnel regarding yearly employment status, including rehire and layoff; coordinate classified rehire meeting; maintain reemployment log.
- Prepare, calculate, and update yearly classified employee work schedules and yearly salary; and certificated employee offers of employment, yearly contracts; and acceptance of resignation letters for all district personnel.

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REPRESENTATIVE DUTIES: (continued)

- Provide payroll the necessary information regarding employee deductions.
- Coordinate and maintain health benefit programs for all active and retired personnel; verify invoices from health insurance companies; maintain and balance health benefit register; calculate, prepare, and maintain health benefit payroll deduct forms.
- Calculate earned vacation and sick leave for classified personnel, and submit to payroll for record maintenance; and maintain all employee records of attendance.
- Maintain records on certificated employees' semester units and classified professional growth increments.
- Maintain certificated assignment records to avoid misassignment.
- Maintain classified and certificated evaluations.
- Set up, input, and maintain database for personnel.
- Maintain layoff and unemployment records; coordinate with district's insurance carrier on unemployment claims.
- Represent the district in county organizational meetings involving self-insurance and unemployment insurance programs.
- Assist in assigning substitute teachers in the absence of the substitute coordinator.
- Prepare drafts of proposed personnel policies from written or oral instructions.
- Maintain current seniority lists of classified and certificated personnel.
- Compose correspondence to employees, applicants, and other school districts, and provide a variety of information concerning district personnel policies, rules and regulations.
- Obtain employee personnel information and input and maintain in the financial system.
- Determine retirement system status of employees and maintain information in financial system.
- Receive, process, and maintain Workers' Compensation records for the District; provide technical information; work with insurance carrier, doctor and/or hospital, and employee and all correspondence related to injuries.
- Track hours worked by employees to facilitate eligibility for health benefits in accordance with Affordable Care Act regulations.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices and procedures utilized in an administrative office.
- Technical methods and practices involved in the recruitment and selection of classified and certificated personnel.
- Negotiation procedures and contract agreements.
- Applicable California Education Code sections and other applicable statutes.

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KNOWLEDGE AND ABILITIES: (continued)

- Basic research methods and report writing techniques.
- Methods, practices and terminology used in assigned personnel activities
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience, courtesy, and confidentiality.
- Operation of a computer terminal and district software programs.
- Recordkeeping techniques.

ABILITY TO:

- Work independently with little direction to perform responsible and complex personnel assistance duties in a timely manner.
- Exercise judgment and work with confidentiality.
- Operate data processing systems.
- Basic understanding of computers and software applications.
- Read, interpret, apply, and explain rules, regulations, policies and procedures with good judgment in a variety of procedural matters.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetical calculations with speed and accuracy.
- Compose correspondence independently.
- Compile and organize information for reports and memoranda.
- Meet schedules and timelines.
- Operate a variety of office equipment including computer terminal, electric typewriter, calculator, fax machine, copier, dictation and recording equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Work on variety of tasks simultaneously with frequent interruption.
- Maintain highest degree of confidentiality regarding sensitive information.
- Utilize computer for a wide variety of applications.
- Perform all tasks without close supervision.
- Maintain accurate and complete records and reports

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EDUCATION AND EXPERIENCE:

High school diploma; five (5) years related experience and/or training; or equivalent combination of education and experience. Experience in an administrative office or school setting is highly desirable.

LICENSES:

Valid California driver's license.
Typing Certificate: 45 WPM Net

PHYSICAL DEMANDS: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to manipulate, handle or feel objects, tools, or controls; and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.