

## Gridley Unified School District Job Description

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JOB TITLE:	Personnel Technician	DIVISION:	Confidential
SALARY LEVEL:	Range XI	DEPARTMENT:	District Office
LOCATION:	District Office	BOARD APPROVED:	January 5, 2022
REPORTS TO:	Director of Human Resources or designee		

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**SUMMARY:** Under general supervision of assigned management employee, provides assistance in the daily operations of the Personnel Department, and acts as back-up for the Administrative Secretary and/or Payroll Technician. Position requires intermediate computer skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### REPRESENTATIVE DUTIES:

- Assists the public and answers routine questions.
- Assists in answering and researching personnel-related employee inquiries
- Assist with maintaining accurate leave balances for all district employees and collaborate with Payroll Technician as necessary.
- Maintains district employee databases, including, but not limited to Substitute and Absence tracking systems, financial and payroll systems and other HR-related systems.
- Prepares and updates district staff directory in applicable systems.
- Coordinates and prepares for the interview process such as calling candidates, scheduling interviews, preparing interview packets and setting up rooms for interviews.
- Maintains certificated and classified substitute pool list, including assisting in recruitment of substitute employees.
- Assist in finding appropriate substitutes for employees on extended leaves or in differential pay status
- May occasionally assist school sites with questions or resources regarding sub coverage
- Assist in entering data in employee databases and lists.
- Assists with administering pre-employment proficiency tests for the purpose of ensuring eligibility for employment.
- Prepares district school year and classified calendars.
- Assists negotiations team in various preparation for negotiations with classified and certificated bargaining units.
- Adheres to employment laws and regulations for the purpose of maintaining compliance with current legal requirements.
- Assist in maintaining a variety of district files including but not limited to filing personnel records, seniority lists and other pertinent employee information to ensure compliance with mandated requirements.
- Prepare routine reports, databases and spreadsheets.
- Develops and distributes recruitment bulletins for substitutes' employment.
- Reviews and applies appropriate regulations and contracts.
- Assist in sorting and distributing mail to employees and the sites and delivering district mail to U.S. Post Office as assigned.
- Maintains a cooperative working relationship with administrative, certificated and classified employees.
- Performs other related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

- Principles, methods and procedures of operating computers and peripheral equipment
- Oral and written communications skills.
- Interpersonal relations skills using tact, patience and courtesy.
- Modern office methods, practices, procedures, and equipment.

- Skill to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; adhering to safety practices; preparing and maintaining accurate records, common personnel practices and using pertinent software applications.

**ABILITY TO:**

- Schedule activities, meetings, and/or events and gather, collate, and/or classify data
- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods.
- Make mathematical calculations quickly and accurately and ability to manipulate data in applicable programs
- Perform a variety of specialized duties to assure proper operation of assigned computer systems
- Provide training and assistance to system users concerning system operations, software applications and malfunctions related to the assigned databases and student information systems.
- Provide for the effective and efficient storage, retrieval, customization and reporting of student data
- Learn, interpret, apply and explain applicable laws, codes, regulations, policies and procedures applicable to student information systems
- Learn department and program policies and objectives
- Modify existing programs and procedures to improve reporting and record maintenance
- Provide advice and technical guidance to users concerning data processing procedures and requirements related to student information systems and programs.
- Communicate effectively both orally and in writing
- Apply interpersonal skills using tact, patience and courtesy; establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action using discretion and confidentiality when appropriate
- Type or input data accurately and according to project timelines
- Work independently with little direction
- Plan and prioritize work to meet schedules and timelines

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 2 years related experience, or equivalent combination of education and experience. Experience in a school district setting is strongly preferred.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Typing Certificate 50 W. P. M. net. California Driver's License required by the first day of service.

**OTHER SKILLS AND ABILITIES:**

Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Intermediate computer skills. Must pass a computer skills test.

**PHYSICAL DEMANDS:**

The physical demands described here 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 frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here 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 in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet to moderate.