

## ORANGE UNIFIED SCHOOL DISTRICT

### SENIOR PERSONNEL TECHNICIAN

#### DEFINITION

Under general supervision, to perform complex technical tasks pertaining to personnel services operations. To relieve supervisor of minor administrative details.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Oversees and personally performs a variety of specialized technical work for the Human Resources Department.
- Sets up and monitors the accuracy of complex filing systems relating to personnel records.
- Establishes and maintains permanent personnel files.
- Provides information to payroll of new employees and salary changes.
- Analyzes transcripts, records and other pertinent information for permanent records.
- Types a variety of complex reports, tables, financial data, job fliers, or documents from brief oral directions, or rough drafts.
- Provides employment verification.
- Conducts research and prepares reports.
- Explains and interprets facts and policies to other employees and the public about personnel procedures.
- Performs position-hiring duties such as developing job fliers, advertising for positions, recruitment, providing pre-employment testing and compiling interview packets.
- Answers the telephone and gives authoritative information to the public and staff.
- Coordinates the record keeping activities of the department and may verify the work of other clerical employees.
- Enters and retrieves computer data. Provides information for establishing computer programs for data storage.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Personnel related issues.
- Correct English usage, spelling, grammar, punctuation and composition.
- Modern office methods, procedures and equipment, including telephone techniques.
- District policies, rules and regulations, and appropriate sections of the governmental code pertaining to personnel services.
- Methods used in compiling statistical reports.
- A variety of software applications including word processing, database, and spreadsheet packages.
- Data processing.
- Keyboarding.
- Safe working methods and procedures.

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**SENIOR PERSONNEL TECHNICIAN**

**Ability to:**

- Perform a variety of complex technical tasks involving use of independent judgment, with accuracy and speed.
- Proficiently operate computer and standard office equipment, including word processor.
- Make complex arithmetical calculations with accuracy and speed.
- Independently compose correspondence.
- Understand, carry out and give oral and written instructions.
- Maintain cooperative working relationships with co-workers and with the public.
- Read, interpret and apply complex rules, regulations and policies.
- Type accurately 50 words per minute.

**Training and Experience:**

Equivalent to completion of the twelfth grade supplemented by courses in office practices or secretarial science. Five years of progressively responsible experience in Personnel and/or records management, or any combination of training and experience that could likely provide the desired knowledge and abilities.

**PHYSICAL DEMANDS:**

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.