

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: PERSONNEL TECHNICIAN

DEFINITION: *Under general supervision and at the direction of the Director of Human Resources and in coordination with the Director of Technology and Informational Technology, performs confidential personnel duties and technical database entry and maintenance associated with the Human Resource Department and District Technology Department.*

Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to their employer's employer-employee relation. He/she also performs work of a confidential nature for the Board of Education during salary negotiation and at other times during the year.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Receive and greet visitors and the general public on behalf of Pacific Grove Unified School District in a professional, informative, and welcoming manner
- Answer telephone and act as an information source to district staff, administrators, applicants, and the general public
- Maintain the district-automated absence tracking and substitute calling system, records, enter new employees and create reports
- Monitor leave requests; prepare correspondence accordingly
- Maintain the district volunteer database and volunteer records
- Assist with fingerprint processing, recording and collection of fees
- Provide administrative support with confidential negotiations research, analysis, and statistical data
- Provide administrative support to the Director of Technology and Informational Technology in relation to data entry and reporting
- Use the Student Information System to enter and retrieve data
- Enter and maintain data for State and Federal reporting as assigned
- Assist Director of Human Resource with preparation and dissemination of collective bargaining unit agreements
- Assist with input, organization and maintenance of personnel files both hard copy and digital
- Perform complex and detail oriented data entry and program troubleshooting
- Perform a wide variety of routine and responsible clerical work, including typing, filing, proofreading, answering telephones and taking messages, etc.
- Maintain confidentiality
- Assist various departments in District Office as requested and as time permits
- Other duties as assigned

Ability to:

- Read, understand the scheduling and educational program requirements of the District, and the state, and apply with good judgment the policies, rules, procedures, and techniques applicable to the position
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Communicate clearly, both orally and in writing; understand and carry out oral and written instructions
- Use a computer, various established software programs, and learn new programs
- Accurately input data from source documents

POSITION TITLE: PERSONNEL TECHNICIAN

- Expertly use Excel to manipulate text and numeric fields in formulas, import/export data, and troubleshoot data errors
- Utilize creative solutions for complex problems
- Work under pressure and with frequent interruptions
- Multi-task and see projects to completion
- Meet deadlines
- Maintain a high level of organization
- Establish and maintain effective relationships with those contacted in the course of work
- Use initiative and good judgment when discussing issues with the public and district staff involving District practices and policies
- Perform complex and varied tasks
- Maintain regular attendance and punctuality

EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade.
- Two years of experience, or equivalent, in database operations, preferably in school data processing using a Student Information System source
- Two years of increasingly responsible clerical experience and computer skills using a variety of software applications.
- Demonstrable Microsoft Excel training and skills

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

LICENSE OR CERTIFICATES:

- Valid California Driver's license
- Valid Typing Certification of 40 net words per minute
- Valid CPR/First Aid Certification desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures.

Date of Board Adoption: October 19, 2015