

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

|                    |                                 |                        |                           |
|--------------------|---------------------------------|------------------------|---------------------------|
| <b>TITLE:</b>      | Classified Personnel Technician | <b>REPORTS:</b>        | Director, Human Resources |
| <b>DEPARTMENT:</b> | Human Resources                 | <b>CLASSIFICATION:</b> | Classified Confidential   |
| <b>FLSA:</b>       | Exempt                          | <b>WORK YEAR:</b>      | 261 days                  |
| <b>ISSUED:</b>     | 8/15/02                         | <b>SALARY:</b>         | Range 41                  |

---

**BASIC FUNCTIONS:**

Under minimal supervision, performs a wide variety of technical and complex duties in the development, application, and maintenance of employee records pertaining to classified staff. Assistant to the Assistant Superintendent and Directors of Human Resources concerning classified staffing and employment issues.

**REPRESENTATIVE DUTIES:**

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

1. Researches, prepares and assembles recommendations for Board approval, including appointments, resignations, retirements, leaves, changes in salary, etc. **(E)**
2. Initiates employment documents for new employees, notifies payroll of new employees' salary status, permanent employee anniversary and other salary changes, leave deductions, and processes termination documents. **(E)**
3. Explains and/or interprets District policies, rules and regulations on: appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reinstatements, leaves of absence, and vacations to employees and the public. **(E)**
4. Projects salaries, step, anniversary and longevity changes for budgeting purposes. **(E)**
5. Develops, calculates and prepares classified work calendars each year. **(E)**
6. Compiles complex statistical and written reports from a wide variety of sources.
7. Completes surveys including ethnic studies to meet government standards; prepares material concerning unemployment insurance claims; furnishes correspondence and confidential information on hearings.
8. Reviews employee's experience and training for proper placement on salary schedule.
9. Prepares and maintains an active staffing book by location according to full-time equivalence. **(E)**

10. Coordinates layoff lists and actions according to the Classified Bargaining Agreement. Works closely with bargaining unit representatives in the interpretation and development of the Collective Bargaining Agreement.
11. Oversees the maintenance of all employee automated systems, including personnel files and Board actions. **(E)**
12. Compiles and organizes data to produce a variety of specialized lists and reports; inputs and retrieves information from the District computer system. **(E)**
13. Assists in the development of personnel procedural manuals and creates a variety of personnel forms.
14. Performs other related duties as assigned.

**(E)** = Essential Functions

**DISTINGUISHING CHARACTERISTICS:**

This class is characterized by the responsibility to perform complex record-keeping activities in keeping with standardized policies and procedures of the State and District. The Classified Personnel Technician works closely with Administrative staff in performance of duties. Coordinates daily with the District Business Department and union representatives. The employee in this confidential classification is privy to decisions of management affecting employer-employee relations.

**EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Equivalent to the completion of the twelfth grade, supplemented by a minimum of an Associate's Degree, and any combination of workshops and/or seminars in Personnel, Business, Public Administration, or a related field.

Five years of responsible technical/personnel experience, preferably involving the processing and maintenance of personnel records.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Personnel policies, laws, rules and regulations regarding classified contracts;
- District organization, operations, policies and objectives;
- Principles of good public and interpersonal relations;
- District accounting and budgeting programs relating to personnel activities;
- Office methods and equipment including filing systems, letter and report writing;
- English usage, vocabulary, spelling, grammar and punctuation;
- Oral and written communication skill
- A variety of computer software applications in includes, but not limited to, spreadsheets, database, and word processing programs

**Ability to:**

- Interpret and apply administrative and District policies, laws and regulations;
- Learn specific programs and policies of the county's personnel program;
- Clearly transmit, verbally and in writing, analysis, findings, and recommendations to management staff;
- Perform a high degree of clerical skills in the control of complex personnel transactions;
- Perform complex and technical mathematical calculations quickly and accurately;
- Type at a rate of 55 words per minute from a clear copy;
- Establish and maintain cooperative working relationships at all organizational levels, with the public, co-workers, and with those contacted in the course of work;
- Operate a variety of office machines such as, multi-line telephone system; xerographic and facsimile; and computer system;
- Work effectively in the absence of supervision;
- Compose letters independently;
- Work under the pressure of changing and challenging deadlines;
- Demonstrate initiative, integrity, maturity, and exercise sound judgment.

**WORKING CONDITIONS:**

**Environment:**

- District office environment;
- Demanding timelines;
- Subject to constant interruptions;
- Extensive contact with staff and the public.

**Physical Demands:**

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, or pulling light equipment and supplies;
- Climbing, occasional use of step ladders;
- Dexterity of hands and fingers to operate standard office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling, crouching or stooping;
- Reaching overhead, above the shoulders and horizontally;
- Visual ability to read, prepare/process documents, and to monitor office activities;
- Sitting and/or standing for extended periods of time;
- Mobility.

**Hazards:**

- Some contact with toxic materials;
- Extended viewing of computer monitor;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office equipment having moving parts

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Personnel Technician and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

---

**(Signature of Employee)**

---

**(Date)**

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourage both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board approved: 08/15/02

Revised: 05/01/14