



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

June 1999

PERSONNEL SERVICES TECHNICIAN

Classified Recruitment & Selection
Benefits & Workers' Compensation

DEFINITION

Under the direction of the Assistant Superintendent of Personnel Services or Director of Personnel Services; assist in planning, coordinating, and delivering personnel services in one of the following areas: Classified Recruitment & Selection and Benefits & Workers' Compensation.

SERIES CHARACTERISTICS

The Personnel Technician series performs paraprofessional level work in support of the District's personnel program. Positions in this series will be allocated to personnel-related areas consisting of specialized clerical and technical functions with moderate direction. In addition, positions in this series are services-oriented and work directly with a variety of groups on a daily basis.

ESSENTIAL FUNCTIONS

Answer questions and provide information to personnel and the general public regarding a variety of personnel matters and District procedures, policies, and practice; interpret contract agreements as necessary; refer unusual or complex questions to appropriate administrator or other personnel; compose and prepare a variety of related correspondence; answers phones as necessary; assist other department personnel as needed; securely handle private and confidential information; prepare and maintain files, records, and databases; review a variety of documents to ensure completeness and conferences and other job-related meetings; make appointments and arrange meetings; operate modern office equipment; maintain current knowledge of laws, regulations and policies related to specialized area; prepare relevant personnel items for the Personnel Commission and/or Board of Education agendas; create and order relevant forms and materials.

Recruitment & Selection

Coordinate and implement the recruitment, examination, selection, and employment of classified personnel; prepares and distributes employment opportunity bulletins; evaluate classified job applications in relation to specific job requirements; maintain applicant records; notify applicants of examination administrations; solicit examination raters from internal or external sources; develop job-related assessment tools; proctor and score pre-employment tests; notify relevant department personnel and test-takers of examination results; prepares eligibility and reemployment lists; document transfer requests;

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coordinate final interview and job offer process with hiring authority and candidate(s); process new employees for pre-employment physicals, fingerprints, references, etc.; contacts and assigns temporary and substitutes employees; assist and complete necessary employment forms for District processing; prepare written materials such as brochures, reports etc., for the purpose of conveying information regarding District activities; perform other relevant duties as assigned.

Benefits & Workers' Compensation

Inform and enroll employees in District sponsored health and welfare benefit programs; research and provide benefit information such as cost, coverage, plan terms and conditions, and coordination of benefits to interested parties; communicate benefits with third party administrator and payroll; prepare and organize material utilized for open enrollment; plan and coordinate annual health fair; coordinate COBRA benefit program; enroll and maintain retiree benefit program; assist in basic classification and survey research; review accident and injury reports to determine proper actions under workers' compensation (WC) laws and regulations; communicates (WC) information between the District and the third party administrator; handle industrial clinic, attorney(s), treating physician(s), and third-party administrator; assist in the employee return to work program; maintain FMLA/CFRA/PDL and related medical leaves of absence for employees; assist in recruitment and selection process; perform other relevant duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- District personnel policies, regulations and procedures relevant to specific area;
- State Education Code as it relates to classified personnel administration in a merit-system district;
- Principles and practices of public personnel administration;
- Modern office practices, procedures and equipment;
- Record-keeping techniques;
- Oral and written communication;
- Basic mathematical principles.

Ability to:

- Perform specialized and technical duties related to personnel area;
- Learn laws, rules, procedures, methods involved in administering personnel area;
- Learn and use information systems and applications as needed;
- Communicate effectively both orally and in writing;
- Work confidentially;
- Analyze situation accurately and adopt an effective course of action;
- Work independently with little direction;
- Plan and organize work;

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Establish and maintain service-oriented and effective working relationships with others;
Maintain work pace appropriate to given work load;
Propose and implement creative cost-effective solutions to problems in personnel area;
Implement oral and written direction;
Work in an environment where frequent and unexpected interruptions occur;
Provide specialized reports related to personnel area.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Four years of increasingly responsible clerical, secretarial, and/or paraprofessional experience, which includes at least one year assisting in the operation of a comprehensive personnel program. Work experience assisting in merit-based classified recruitment and selection and/or benefit and workers' compensation administration is highly desirable.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 659X
- 12 months