

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Senior Personnel Technician**

**DEFINITION**

Under supervision, performs complex technical and clerical work involved in all facets of the personnel functions; performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Senior Personnel Technician is distinguished from a Personnel Technician by the assignment of duties that are broader in scope and less confined to a particular personnel function. In addition, a Senior Personnel Technician is expected to possess a greater knowledge of all personnel operations within the office.

**DIRECTLY RESPONSIBLE TO**

Chief Administrator, Human Resources

**SUPERVISION OVER**

None

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Pre-employment Processing

Coordinates the activities involved in the recruitment, employment, and hiring processes for all Sacramento County Office of Education (SCOE) permanent, substitute, and temporary employees; monitors job announcement timelines; coordinates and administers all types of examinations including oral, written, and performance tests; reviews employment applications insuring compliance with minimum qualifications; maintains testing files and employment eligibility lists; schedules, sets up and administers exams; corrects written exams and calculates scores; coordinates interviews and panels consistent with the requirements of federal, state, and local laws, Personnel Commission Rules, employee bargaining unit contracts, and Board policies; explains appropriate pre-employment requirements; verifies that potential employees possess proper licenses, credentials, and/or certificates prior to employment; upon recommendation of the administration, makes offers of employment to appropriate candidates.

Employee Records Maintenance

Maintains the personnel files for all classified and certificated employees of SCOE ensuring appropriate documents regarding employment matters are complete and filed in a timely manner; maintains security and confidentiality of employment and testing files; remains current regarding any personnel policy changes; notifies employees of continuing employment requirements, such as credential or license renewal and necessary medical exams; implements changes in employee status; calculates salaries, determines work profiles, administers the longevity and anniversary programs; coordinates and administers promotional exams; updates and maintains employee demographic information; processes transfers, leaves, resignations, and retirements; maintains tuition reimbursement and continuing education program.

Substitute Services

Coordinates operations of the substitute services system; receives requests for classified and certificated substitute assignments and fills assignments accordingly; instructs substitutes in using the automated substitute calling system (Subfinder); ensures assigned certificated substitute personnel have appropriate credentials; notifies program managers of assignment problems; enters and maintains regular and substitute personnel data into the Subfinder system; answers questions from managers, regular and substitute employees regarding employment procedures, assignments, and Subfinder; prepares and distributes a variety of substitute usage and absentee reports; prepares and reviews monthly timesheets for substitutes.

### Department Support/Customer Service

Acts as the liaison between the Personnel Department and SCOE employees, administrative staff, and the public; provides various forms, documents and materials to customers; researches and answers specific, complex customer inquiries; conducts new employee orientations including assisting employees in the preparation and completion of required employment forms; interprets, explains and insures that employment laws, regulations, and rules are strictly followed; during periods of peak workloads, may assist in performing credential processing and monitoring functions including registering teaching credentials in compliance with law and the regulations of the Commission on Teacher Credentialing (CTC) for all school districts in Sacramento County; prepares and proofreads various documents including letters, memos, emails, forms, schedules, reports, faxes, and unemployment and employee verifications; monitors evaluation and TB test due dates; informs managers of evaluation deadlines; attends workshops, trainings, and conferences as directed.

### **MINIMUM QUALIFICATIONS**

#### Education

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein.

#### Training and Experience

Equivalent to the completion of two years of training and experience in performing complex technical functions, preferably in the area of personnel administration in an educational or governmental agency.

#### Knowledge of:

Principles of general personnel practices and procedures in an educational or governmental agency; English grammar and spelling; standard software applications; effective telephone techniques.

#### Skill and Ability to:

Effectively communicate in both oral and written form to give clear instructions and prepare accurate correspondence and reports; communicate with diverse groups; maintain confidentiality of information; establish and maintain cooperative working relationships; works independently with minimum supervision; organize and prioritize work; coordinate and schedule multiple activities simultaneously; research, interpret, apply, and explain complex laws, rules, regulations, and procedures relating to personnel processes; establish and maintain filing systems; research and evaluate data using the Internet and other resources; create and maintain database files; ability to operate a variety of standard office equipment; performs basic mathematical computations to calculate averages, apply percentages to salary data, and make changes.

Revision approved by Personnel Commission 4/14/09

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Approved 5/13/93