

Sacramento County Office of Education Job Description

Classification Title: Senior Personnel Technician

DEFINITION

Under supervision, performs complex technical and clerical work involved in all facets of the personnel functions related to the recruitment, examination, employment, credential assignment monitoring, employee records maintenance, and performance of employees; 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; provides information and clarifies procedures to applicants; monitors job announcement timelines; coordinates, administers, proctors, and scores all types of examinations including oral, written, and performance tests; measures the validity of written and performance examinations; reviews employment applications ensuring compliance with minimum qualifications; maintains testing files and employment eligibility lists; coordinates interviews and panels consistent with the requirements of federal, state, and local laws, Merit System rules, employee bargaining unit contracts, and Board policies; explains appropriate pre-employment requirements; prepares, processes, and ensures completion of pre-employment documents; 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

Creates and maintains the personnel files for all classified and certificated employees of SCOE ensuring appropriate documents regarding employment matters are complete, scanned, 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; reviews transcripts to determine units and salary placement for credentialed employees; implements changes in employee status; calculates salaries, determines work profiles, and administers the longevity and anniversary programs; generates routine and specialized reports related to employee data; updates and maintains employee demographic information; processes transfers, leaves, reinstatements, reemployments, resignations, and retirements; maintains tuition reimbursement and continuing education program.

Substitute Services

Coordinates operations of the substitute services system; monitors online system which receives requests for classified and certificated substitute assignments and fills assignments accordingly; instructs staff and substitutes in using the automated substitute services system (Aesop); ensures assigned certificated

substitute personnel have appropriate credentials; notifies program managers of assignment problems; enters and maintains regular and substitute personnel data into the Aesop system; answers questions from managers, regular, and substitute employees regarding substitute employment procedures, assignments, and Aesop; 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 with discretion and confidentiality; conducts new employee orientations including assisting employees in the preparation and completion of required employment forms; interprets, explains, and ensures that employment laws, regulations, and rules are strictly followed; during periods of peak workloads, may assist in performing credential processing and assignment monitoring functions; may assist SCOE staff with application and renewal of credentials in compliance with law and the regulations of the Commission on Teacher Credentialing (CTC); acts as an authorized submitter to CTC and provides credential recommendations, research, and advisement to the School of Education; coordinates with co-workers to prioritize duties; 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, Training, and Experience

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. Equivalent to the completion of two years of training and experience in performing complex technical functions in the area of personnel administration in an educational or governmental agency involving frequent public contact.

Knowledge of

Principles of general personnel practices, regulations, and procedures in an educational or governmental agency; techniques and procedures of recruitment, examination, testing, and employee selection; basic research methods; California teacher credentialing laws and procedures, Merit System rules, Collective Bargaining Agreements, and Board policies; applicable sections of the California Education Code related to assigned areas; proper English grammar, spelling, and punctuation; standard software applications including spreadsheet and database applications; customer service skills and 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; strong attention to detail; coordinate and schedule multiple activities simultaneously; research, interpret, apply, and explain complex laws, rules, regulations, and procedures relating to personnel processes; establish and maintain both digital and physical 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.

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