

PERSONNEL TECHNICIAN II

DEFINITION

Under general supervision, performs intricate technical work by one of the following (1) processes certificated contract or regular Board-elected classified personnel for employment, makes salary placements, and maintains personnel and salary records; or (2) serves as Credential Technician by maintaining records of teachers' credentials, ensuring proper credentialing of teachers, and assisting teachers in obtaining credentials; or (3) serves as Position Control Technician by maintaining control over all classified and Board-elected certificated positions to avoid hiring an unauthorized number of employees.

DISTINGUISHING CHARACTERISTICS

Positions in the classification require independent decision making and accuracy. Must be able to make decisions with little or no input or notice. Employees in this classification encounter continual interruptions, in person or by telephone, while carrying out complex duties. Must have outstanding public relation techniques and the expertise to handle stressful situations while maintaining professional behavior.

EXAMPLES OF DUTIES

As Credentials Technician, verifies that all certificated personnel are properly credentialled; assists certificated personnel obtain necessary credentials; advises certificated personnel of expiration of credentials and assists them in completing renewal forms; maintains liaison with the Commission for Teacher Preparation and Licensing and the County Office of Education regarding credential matters; maintains records of credentials held by Commission on Teacher Credentialing, County Office of Education, and local colleges and universities; and performs related duties as required.

As Position Control Technician, sets up and maintains the personnel file for all certificated and Board-elected certificated positions and the proper budget code and Evaluation; processes personnel requisitions to ensure authority and budget approval is required, and to interpret the type of transaction; determines which positions to be filled are vacant; meets with administrators to resolve particular locations; maintains records of filled and vacant positions; performs a variety of clerical duties; and performs related duties as required.

As certificated contract personnel processing and Salary Placement Technician, processes certificated personnel by giving them required documents to complete; performs verifications; reviews documents of employees for completeness; evaluates transcripts and experience to determine initial salary placement; prepares contracts; reviews transcripts of courses taken after initial hire and placement on attainment of additional credits and experience; maintains records of contracts; obtains approval for completion; prepares and submits computer source data for the teacher salary schedule, and Class Y and Z on the specialist salary schedule; maintains approval file; accepts

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EXAMPLES OF DUTIES (continued)

completed units and/or transcripts, posts salary cards, and salary adjustments applicable; and resolves problems in person or over the telephone; performs a variety of cler