CLASS TITLE: PERSONNEL TECHNICIAN

BASIC FUNCTION:
Under the direction of the Director-Human Resources, perform a variety of technical duties and provide assistance to prospective and current personnel; assist in the recruitment, examination and interviewing activities of new personnel; prepare and maintain a variety of related personnel records and reports.

REPRESENTATIVE DUTIES:
Perform a variety of technical duties and provide assistance to prospective and current personnel; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Receive applications for prospective candidates to fill vacant positions; review applications to identify candidates who meet minimum qualifications.

Prepare packets of applicant information for interview panel members; notify applicant of interview date and time and results; participate in interview sessions as directed.

Perform a variety of clerical and secretarial duties related to the personnel function; develop and maintain personnel and payroll related forms; compose and type letters, reports, and other documentation as directed; take and transcribe minutes for committee meetings as requested.

Establish and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; maintain job recruitment folders, applicant forms and test information; prepare notices of employment and change of status for payroll action.

Distribute and monitor the completion of personnel evaluation forms.

Assist personnel, applicants and the public and provide a variety of information related to the personnel function; research rules and regulations related to VCSS personnel policies and guidelines.

Operate a variety of standard office equipment, such as a personal computer and applicable personnel and payroll software, telephone, typewriter, fax machine, and copier.

Prepare and distribute job announcements for vacant positions and place advertisements in appropriate print media.

Assist in conducting surveys and compile annual full-time equivalency District-wide employee count; develop, research, compile information and prepare personnel-related benefit surveys and others.

REVISED June 2016
Train, provide work direction, and review the work of assigned personnel. 

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**
**KNOWLEDGE OF:**
- Practices and procedures related to personnel;
- Operations, policies and objectives relating to personnel activities;
- Applicable sections of State codes and other laws regarding assigned personnel activities;
- Laws, rules, regulations involved in test creation and validation, recruitment, compensation and classification activities;
- Operation of office machines including computer equipment and specified software;
- Record-keeping techniques;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Telephone techniques and etiquette;
- Basic research methods;
- Interpersonal skills using tact, patience and courtesy; and
- Principles of training and providing work direction.

**ABILITY TO:**
- Perform a variety of technical duties and provide assistance to prospective and current personnel;
- Perform a variety of technical duties related to the recruitment, interviewing, and employment of VCOE personnel;
- Prepare and maintain a variety of related personnel records and reports;
- Apply, explain, and enforce rules, regulations, policies and procedures related to personnel;
- Distribute, screen and process employment applications and other personnel-related documents;
- Answer telephones and greet Office visitors and the public courteously;
- Perform clerical duties such as filing, typing, duplicating and maintaining routine records;
- Type at 50 words net per minute from clear copy;
- Operate office machines, including a typewriter, computer and applicable software;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Work confidentially with discretion; and
- Work efficiently with many interruptions.

**EDUCATION AND EXPERIENCE:**
Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, secretarial science, or a related field and four years clerical experience including at least two years of increasingly responsible Personnel-related experience.

**LICENSES AND OTHER REQUIREMENTS:**
Valid California driver's license.

**WORKING CONDITIONS:**
ENVIRONMENT:
Is subject to inside environmental conditions; subject to constant interruptions, and driving a vehicle to conduct work; may be required to work evenings or weekends.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Perform work which is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
Dexterity of hands and fingers to operate office equipment;
Moderate lifting up to 15 pounds;
Bending at the waist, reaching to file and retrieve records; and
Hearing and speaking to exchange information.

Should an applicant require reasonable accommodation, the Ventura County Superintendent of Schools will consider that upon request.