Martinez Unified School District

Personnel Technician
12 Months/Year

Definition
Under direction of the Director of Personnel, perform a variety of complex and responsible clerical functions in the area of certificated and classified personnel records; provides assistance to district staff and the public in all areas covered; and to perform related duties as required.

Example of Duties
- Perform a variety of clerical work related to the special operational area to which assigned;
- Prepare and distribute advertisements of classified job openings and maintain documentation in recruitment, selection and processing of new classified personnel;
- Administer and correct examinations; notify applicants of examination results, arrange for additional testing;
- Hire and process new substitute personnel;
- Monitor fingerprinting for all new personnel;
- Arrange for classified and certificated substitute personnel for the K-12 program and maintain all records for such;
- Maintain a computerized system of sick leave and vacation records for all employees;
- Schedule and make arrangements with transportation companies for extracurricular and sporting events’ district wide and prepare necessary reports and maintain all records for such;
- Process workers’ compensation claims and related correspondence, assign and monitor bridge job assignments for injured workers;
- Record certificated and classified professional growth credit for salary schedule credit;
- Assist in the maintenance of all employee personnel files;
- Update district-wide directory for yearly publication;
- Assist in and/or assume the duties of the Administrative Assistant to the Director of Personnel in case of absence, as secondary duties of this position.
- Assist employees and the public;
- Assume responsibility for routine duties in the Personnel Department;
- Take calls and give out information where judgment, knowledge and interpretation of procedures and regulations are necessary;
- Operate modern office equipment such as a personal computer, with experience in software programs in the wide area network, copy and fax machines; and
- Perform other related duties as assigned.

Qualifications

Knowledge of:
- Office practices and procedures;
- Correct English usage, spelling, grammar, punctuation and composition;
- Basic personnel procedures;
- MUSD policies, rules, regulations and CSEA contract.

Ability to:
- Learn and understand computerized personnel system;
- Learn to interpret and apply rules, policies, procedures and regulations;
- Operate a personal computer and applicable software;
- Compile and maintain accurate and complete records and reports;
- Establish and maintain effective relations with district personnel and public;
- Type at a net corrected speed of 45 words per minute.

Experience
Two years of responsible clerical experience, preferably in an educational setting.

Education
Equivalent to completion of the twelfth grade, supplemented by courses in office procedures and use of technology.