

SENIOR PERSONNEL TECHNICIAN

DEFINITION

Supervises, plans, coordinates, and participates in the work of a clerical personnel unit involved in the preparation and processing of a variety of personnel documents pertaining to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified personnel.

TYPICAL DUTIES

Depending on assignment, duties may include the following:

- Supervises, plans, coordinates, and performs specialized and general clerical procedures involved in the recruitment, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified employees.
- Coordinates the work flow between areas such as Human Resources, Insurance, Information Technology, District colleges, insurance carriers, to insure uniformity of standards and the completion of work according to schedule.
- Supervises the processing of personnel transactions such as employee appointments, assignments, transfers, leave of absences, promotions, demotions, dismissals, resignations, salary allocations, salary differentials, and health benefits eligibility and selections.
- Contacts the public, insurance carriers, employees, prospective employees, retirees, administrators, supervisors, and other district personnel to obtain or impart information pertaining to recruitment, examination, employee health benefits, salary allocation, and/or assignment of academic, classified and/or unclassified personnel.
- Applies interpretations of the rules and regulations of the Personnel Commission, the Board of Trustees, and the District's collective bargaining agreements to the daily processing of personnel documents.
- Answers non-routine inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and the District's collective bargaining agreements related to examinations, assignments, employee health benefits, salary allocation, and other personnel transactions.
- Troubleshoots and resolves non-routine problems related to selection, assignments, compensation, employee health benefits, and other personnel transactions.
- Answers inquiries from applicants, employees, and administrators regarding application evaluation, salary evaluation, and salary point credits for academic positions.
- Coordinates the screening of applicants for academic, classified, and/or unclassified positions to ensure that applicants meet minimum entrance qualifications for employment.
- Reviews the selection files of applicants for academic positions to determine eligibility for employment.

TYPICAL DUTIES (Cont.)

- Participates in determining salary schedule column and step placement for new academic employees and when salary columnar advancement requirements for academic employees have been met.
- Acts as resource to groups such as the academic senate, departmental discipline committees and academic hiring committees on matters related to the eligibility of applicants for academic employment.
- Participates in the evaluation of applications from academic employees for the purpose of awarding salary points credits for courses taken at accredited and non accredited institutions, for private instruction, and military training, as well as determining salary allocation and advancement on the master salary schedule.
- Interprets coded and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information.
- Coordinates the preparation and mailing of employment opportunities announcements.
- Coordinates the preparation and mailing of annual enrollment materials and announcements.
- Prepares correspondence and reports related to the work of the unit.
- Trains and reviews the work of employees assigned to the unit.
- Develops and maintains office rules and procedures of assigned unit.
- Supervises and participates in the maintenance of office files.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Senior Personnel Technician** supervises, plans, coordinates, and participates in the work of a clerical personnel unit involved in the preparation and processing of a variety of personnel documents pertaining to recruitment, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified personnel. Incumbents in this classification apply a thorough knowledge of Board of Trustees, Personnel Commission rules, regulations, policies and procedures as well as applicable provisions of the collective bargaining agreements.

A **Senior Personnel Assistant** organizes and performs duties related to the preparation and processing of a wide variety of personnel documents pertaining to recruitment, examination, employee health benefits, and/or assignment of academic, classified, and/or unclassified personnel. May act as a lead person over a clerical personnel unit. Incumbents in this classification apply a working knowledge of Board of Trustees, Personnel Commission rules, regulations, policies and procedures as well as applicable provisions of the collective bargaining agreements.

SUPERVISION

General supervision is received from higher-level personnel. Supervision is exercised over Senior Personnel Assistants, Personnel Assistants, and other clerical personnel of the unit.

CLASS QUALIFICATIONS

Knowledge of:

- Practices and procedures of office management
- Personnel Commission Rules, Board of Trustees Rules, District's collective bargaining agreement provisions, Education Code Sections pertinent to recruitment, examination, compensation, employee health benefits, and/or employee assignments
- Various classes of positions and entrance qualifications of the District
- Minimum eligibility qualifications for faculty positions
- College programs and credits applicable for study courses
- Course content, credit, and equivalencies
- Personnel assignment and payroll procedures
- District's personnel/payroll computer system
- Merit system and affirmative actions principles and procedures
- Organizational structure and key personnel of the District
- Principles of supervision and training
- Principles of recordkeeping
- Capabilities of computer applications, systems, and hardware used in assigned area

Skill in:

- Use of computer equipment

Ability to:

- Plan, coordinate, and supervise a group of clerical personnel
- Interpret and apply Board of Trustees Rules, Personnel Commission Rules, provisions of the District's collective bargaining agreements, Human Resources Guides, and Education Code Sections pertinent to assigned area
- Critically review source data, detect and correct errors
- Effectively utilize computer systems and software in the performance of duties
- Apply a code system
- Make arithmetical computations, assemble statistical data
- Give clear and concise instructions
- Provide leadership and technical assistance to others
- Evaluate work methods and performance
- Provide information to the public and employees regarding complex personnel matters
- Establish and maintain effective working relations with employees and the public
- Work under pressure of periodic deadlines and frequent interruptions
- Trains others in specialized personnel practices and procedures
- Prepare clear and comprehensive reports
- Keep information confidential
- Learn specialized software applications and systems used in the assigned unit

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate's degree or its equivalent from an accredited college or university in computer applications and office technology (CAOT), business administration, or a closely related field **AND** two years of full-time, paid clerical personnel experience. One year of the required experience must have been in a lead or supervisory capacity. A successfully completed college-level course in supervision may substitute for the required one year of experience in a lead or supervisory capacity.

OR

- B. Graduation from high school or its equivalent **AND** four years of full-time, paid clerical personnel experience. One year of the required experience must have been in a lead or supervisory capacity. A successfully completed college-level course in supervision may substitute for the required one year of experience in a lead or supervisory capacity. Courses in personnel administration, computer applications and office technology (CAOT), and business administration are desirable.