



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 39-2023/24  
DOCUMENT NO. 31-2023/24  
DATED: 11/14/23

**PERSONNEL TECHNICIAN**

**DEPARTMENT/SITE:** Personnel Commission

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 33

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Classified Personnel

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Classified Personnel, the Personnel Technician performs routine clerical and technical support to the Personnel Commission office requiring Merit System and Human Resources specific knowledge; provides customer service to the public and outside agencies; provides information and assistance to applicants and District employees regarding classified job recruitment opportunities, examinations, and the selection processes. The incumbents in this classification provide the school community with clerical and technical duties, supporting the Personnel Commission department, which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class provide routine clerical and technical support to the Personnel Commission office. This class differs from the Personnel Specialist class, which provides complex and professional support in the Merit System personnel programs for classified staff. It is the entry-level class of the three classes in the Personnel Commission office.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists department staff in the employee recruitment and transfer processes using the NeoGov Applicant Tracking System; distributes and posts job announcements on multiple platforms; updates, prints and assembles competency, performance, and oral examination materials.
- Assists with the preparation of materials for the monthly Personnel Commission meetings and Job Fairs.
- Attends and participates in a variety of meetings, workshops, and/or trainings as required by the Director.
- Compiles and collects employment and recruitment data for the Personnel Commission Annual Report.
- Maintains a variety of spreadsheets including Spanish bilingual skills testing results; prepares and distributes the Spanish bilingual certificates, and maintains the Extra Help Translation list.
- Performs a wide variety of technical and clerical work, including typing/keyboarding, proofreading, filing, and scanning of confidential records and/or reports using Laserfiche, and maintaining recruitment and eligibility list files.

- Prepares and distributes hiring packets for District hiring managers.
- Processes classified Temporary/Substitute Employee recruitments in accordance with established procedures; recruits, screens applications, and contacts candidates selected for temporary employment; notifies the Payroll Department of CALPERS applicants; notifies applicants of non-eligibility; and works in coordination with the Human Resources Department.
- Processes the Cafeteria Playground Aide recruitments in accordance with established procedures; recruits, screens applications, and conducts reference checks; contacts candidates selected for employment; notifies applicants of non-eligibility; works in coordination with the School Site Principal and School Administrative Assistant.
- Proctors examinations by checking candidate's identification, distributing exam materials, and ensuring testing security and instructions are followed; collects and accounts for all testing documents and materials used in the examination.
- Answers calls to provide technical and procedural guidance to District staff and the public regarding job vacancies, employment, and examination procedures while applying Federal and State law, Rules, and Regulations of the Classified Service and Bargaining Unit contract agreement.
- Solicits subject matter experts for examination panels by contacting internal District employees and external community members to solicit their service; maintain oral boards and raters' database for ongoing use.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Merit System Rules and procedures governing recruitment, testing, and selection and position classification
- Modern office practices, procedures, and equipment, including computers, applicable software programs, and online platforms, including NEOGOV
- Personnel Commission and Human Resources services, objectives, policies, procedures and practices
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications, including virtual meeting platforms
- Basic practices of recruitment and selection
- Business telephone techniques and etiquette
- Processes and practices for maintaining employment test security and integrity
- Recordkeeping policies, practices, and procedures involving human resource operations
- District organization and locations
- Relevant sections of the California Education Code, Personnel Commission Rules, the Brown Act, collective bargaining agreement, and other applicable laws
- Safety policies and safe work practices applicable to the assignment

### **Skills and Abilities to:**

- Keyboard accurately at an acceptable rate of speed

- Understand and apply the California Education Code, Merit System Rules, Board policies, administrative regulations and collective bargaining agreements
- Provide support and service in a wide range of recruitment, testing, and other employment activities
- Support the Personnel Commission in preparation for and to conduct monthly meetings
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions.
- Track and report information utilizing spreadsheets and databases
- Perform mathematical calculations
- Maintain confidentiality of Personnel Commission files and records
- Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Flexibility and exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
- Communicate with staff and the public using patience and courtesy and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods, providing information and /or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

High School diploma or equivalent.

#### **EXPERIENCE REQUIRED:**

Three years of clerical office work experience, which includes one year of work experience in a human resources office.

Associate's degree or higher in the field of Human Resources or a closely related field from an accredited college or university may be substituted for two years of work experience.

#### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

#### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam A through the District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Lift objects such as boxes containing documents weighing up to 35 pounds
- Work is primarily indoors and requires sitting for extended periods
- Hearing and speaking to exchange information
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Visual acuity to see/read documents and computer screen