

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: PERSONNEL TECHNICIAN

- QUALIFICATIONS:**
1. Knowledge of modern office practices and procedures and skill in operation of common office equipment including but not limited to computer and word processing equipment, typewriter, calculator and copiers
 2. Training and experience in general clerical work; experience in a personnel operation desirable
 3. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact and good judgment
 4. Ability to maintain the security of sensitive, confidential and privileged information
 5. Ability to learn, interpret and apply applicable personnel policies, procedures, laws, rules and regulations
 6. Ability to follow oral and written directions; ability to use independent judgment
 7. Bilingual ability may be required, depending on assignment
 8. Must pass required tests

REPORTS TO: Director - Personnel Services or designee

JOB GOAL: To assist in the effective administration of the district personnel program by providing clerical and technical support services

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of clerical/technical duties related to district personnel programs; types letters, requisitions, reports, employment verifications and miscellaneous documents; files, answers phones, operates office machines
2. Provides information and assistance to staff and public requiring knowledge of personnel policies, regulations and guidelines
3. Prepares and distributes job opportunity notices; receives and processes employment applications and related materials
4. Schedules and assists in personnel test administration and recordkeeping
5. Prepares application files and related documents for screening and interviewing; assists administrators in coordinating meetings; schedules interviews; conducts reference checks; conducts screening interviews; communicates with applicants
6. Provides orientation and receives required documentation for new employees including fingerprinting, medical reviews, certification, etc.
7. Maintains records and files; prepares reports as assigned
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 16

EVALUATION:

Performance of this job will be evaluated in accordance with the district's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.