

STOCKTON UNIFIED SCHOOL DISTRICT

SENIOR PERSONNEL TECHNICIAN

DEFINITION

Perform a wide variety of complex and specialized technical and clerical duties in the Human Resources Department related to district employee status, including entering new personnel into the personnel, payroll and leave systems; calculating and monitoring initial salary step placement and all subsequent changes on classified and certificated employees; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Human Resource Operations Manager and/or management personnel and may exercise technical guidance over Personnel Technicians.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Process Personnel Authorization forms for new certificated and classified employees. Enter data into personnel, payroll, and leave and seniority systems. Setup personnel file, generate and send Notice of Assignments to payroll and the employee (E).

Monitor and enter all step changes, longevity entitlements, anniversary raises, promotions, transfers, professional growth, and employees on paid and unpaid leaves, sabbaticals, terminations and salary over payments into the personnel, payroll, and leave and seniority systems (E).

Record and calculate educational units and maintain records for salary purposes on classified and certificated employees (E).

Assist in the interpretation of complex payroll processing questions.

Monitor and enter leave information into the leave system from the school sites/ department's monthly leave and credit reports. Process and enter day-to-day revisions. Generate dock letters, calculate and monitor long term disabilities and worker's compensation claims. Maintain and provide monthly total reports for all school site/departments (E).

Calculate and monitor disability claims to determine payroll deductions and last day on the payroll (E). Complete unemployment, retirement and other required forms.

Research and provide information to employees regarding their employment status, pay rates and other entitlements (E).

Must maintain confidentiality when dealing with sensitive employee records.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- A wide variety of procedures and processes performed in a human resources department for a large employer, including payroll, leave and seniority systems
- Basic accounting principles and procedures
- Basic data processing concepts and terminology
- Bargaining unit contracts
- Specific rules, regulations and guidelines governing recruitment, selection, classification and compensation of employees
- Office procedures and practices, including scanning systems, telephone techniques, letter and report writing
- Standard office machines and equipment

Ability to:

- Independently perform a wide variety of procedurally complex duties in a human resources department
- Gather, compile, analyze and present technical data
- Apply pertinent rules and regulations related to employee status
- Process a tremendous amount of paperwork while adhering to set deadlines
- Answer a variety of questions from employees and the public on personnel matters
- Work independently in the absence of supervision to identify and solve procedural problems encountered in the course of work
- Operate a personal computer to perform word processing, data entry and data inquiry
- Maintain confidentiality in performing job duties
- Communicate effectively, orally and in writing
- Type at a speed of not less than 50 words per minute

Experience and Education:

Any combination of education, training and experience equivalent to: completion of the twelfth (12) grade and three (3) years of increasingly responsible technical and clerical experience, preferably in human resources.

License and Certificates:

- Possession of valid California driver's license

Physical Demands:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs. at waist height for short distances
- Push/pull up to 40 lbs. for short distances
- Reach overhead, above the shoulders and horizontally.

Salary Placement:

Confidential Salary Schedule

Tier 2, Range E

12-Month Work Year

Board Approval, 05/18/01, 08/10/05

Confidential re-alignment effective 03/01/19