

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6980
Pay Grade: D11

FLSA: Non-Exempt

PERSONNEL TECHNICIAN

MAJOR FUNCTION:

Performs highly responsible, advanced, complex, clerical or technical duties involving records maintenance and upkeep in a specialized area such as HRIS, Personnel Administration, or Professional Education. Functions are varied, and require exercising independent judgment. Work is performed under general direction and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Applies a thorough knowledge and advanced understanding of the applicable practices, methods, statutes, administrative rules, regulations, policies, procedures and guidelines relating to the area of assignment
- Performs detailed study and analysis of reference data, background reports, statistics, and written and verbal technical information; organizes information and develops summaries, procedures, and recommendations; performs calculations and prepares, tabulates and presents statistical data and recommendations; compiles and maintains specialized reports, records, charts, and graphs; prepares, types, and distributes a variety of letters, forms, instructions, and related materials; operates computer terminal for input and queries and audits reports for accuracy
- Utilizes computer systems, applications and programs such as TERMS, Intranet, Internet, Outlook, Places, Word, Excel, ACCESS, Powerpoint, Filemaker Pro Database in the performance of job duties
- Serves on various committees and cross-functional teams as needed
- May train, assign, provide direction to and participate in the evaluation of assisting personnel
- May maintain a calendar and/or initiate actions such as scheduling meetings, securing Board approval and developing timelines
- May set up meetings and agendas including the preparation and distribution of required materials
- May be required to interpret rules and regulations and recommend and implement appropriate action

Personnel Administration

Administrative Placement.

- Oversees development of biweekly personnel board list materials for School Board Agenda
- Analyzes, identifies and categorizes applications for administrative placement; counsels applicants toward other avenues; maintains related personnel records
- Coordinates records for administrative applications; prepares announcements of vacancies; communicates with principals and administrators in hiring and transferring personnel and assures compliance with School Board policy
- Counsels and screens employees requesting transfers and promotions; prepares lists of qualified candidates and communicates with schools or departments
- Prepares, distributes and maintains administrative Notifications of Appointment; Contracts and Performance Appraisals utilizing computer generated data
- Works with Compensation on various administrative salary issues, the calculation of administrative salary changes and the annual salary increase process
- Is responsible for the posting of administrative vacancies and works with Compensation to assure appropriate job description is being utilized

PERSONNEL TECHNICIAN

DUTIES AND RESPONSIBILITIES: (continued)

Support Services Employment

- Coordinates and oversees programs, processes and information such as the District's Drug Testing Program; sending, receiving and data entry of probationary reviews; new hire processing; position availability and hiring of employees for summer term; data entry of new hires, transfers, terminations, etc.; expiration of Resident Alien cards, deletion and restoration of shift differential for summer; OPS information for Board terminations; referrals of extended probation evaluations to OPS; pay type and job code information in conjunction with the Budget Department
- May perform employee record audits of pay rates and years of service
- Creates and enters Personnel Action Forms
- Works with Compensation on various support services salary issues and the annual salary increase process
- Provides input for Support Services portion of personnel Board List

HRIS

- Provides TERMS user support
- Performs batch submission for TERMS report generating
- Participates in TERMS future release upgrade planning/implementation
- Provides training and user support in areas such as Windows 95, Office 95, TERMS data entry and retrieval
- Generates and distributes a variety of reports and statistical summaries involving employee data through ACCESS data bases and queries
- Participates in DOE survey coordination and survey data corrections
- May participate in creating and maintaining Human Resources Web Pages and creating links to other web sites

Professional Education

- Prepares contracts and submits payment requests for outside consultants and independent contractors utilized by the department
- Processes paperwork for payment of stipends/supplements/honorariums
- Manages and keeps detailed records of multiple budgets including the purchasing and processing of orders
- Maintains records and processes departmental payroll and compensatory time
- Prepares and maintains TDE's and travel arrangements for department staff including paperwork for expense reimbursement
- Provides assistance with preparation and distribution of Catalog of Choice
- Researches and processes paperwork of site rentals for workshops, meeting, etc.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED and five (5) to eight (8) years of progressively responsible experience; or equivalent within the assigned area within an organized Personnel program.

ISSUED: 6/74; REVISED: 12/79 SSN; REVISED: 7/82 PAS; BOARD APPROVED: 9/22/82; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93 REVISED (MF and D & R): 4/01 PBL; REVISED WC: 5/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

PERSONNEL TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Personnel Technician - NR