



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6980
Pay Grade: D11

FLSA: Non- Exempt

PERSONNEL TECHNICIAN
REPORTS TO: Chief Human Resources Officer Executive Director, Human Resources
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from high school or possession of a GED and a minimum of five (5) years' experience in Human Resources or related field. Must have excellent verbal and written communication skills, proficient with Microsoft Office Suite or related software.
MAJOR FUNCTION
Performs highly responsible, advanced, complex, clerical, or technical duties involving records maintenance and upkeep in a specialized area such as Personnel Administration or Support Services Employment. Functions are varied and require exercising independent judgment. Work is performed under general direction and is reviewed through observation and evaluation of work performed.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• 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.• Maintains complex, specialized, files and technical records particular to Human Resources.• Prepares reports and statistical analysis as assigned.• Acts as liaison between the Human Resources Department and district and school personnel.• Provides and compiles specialized information; prepares operating and statistical data and reports; maintains effective departmental and public relations; provides information correctly and concisely both orally and in writing; makes mathematical calculations rapidly and accurately.• Applies knowledge of principles, practices, procedures, equipment, operation, organization, fiscal, and procedural regulations applicable to Human Resources Services.• Assures compliance with all union contracts and make recommendations as appropriate for improvement or clarification.• Oversees salary accuracy, including degree changes, previous experience credit, as appropriate.• Calculates salary for job changes, promotions/demotions, and determine pay adjustments resulting from Board-approved salary schedules.• Assists employees with issues regarding Human Resources matters, such as personnel actions, employee contracts, salary levels, payroll schedules, and district calendars.• Proficient with or the ability to quickly learn the organization's ERP, to include HRIS and employee management software.• Develops a familiarity with both state and district requirements for certification.• Maintains a calendar and/or initiates actions such as scheduling meetings, securing Board approval and developing timelines.• Sets up meetings and agendas including the preparation and distribution of required materials.• Oversees development of biweekly personnel board list materials for School Board agenda.• 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.

PERSONNEL TECHNICIAN

ESSENTIAL RESPONSIBILITIES (Continued)

- Prepares lists of qualified candidates and communicates with Area Superintendents, Principals, or departments.
- Conducts processing and onboarding for new employees.
- Prepares, distributes, and maintains administrative Notifications of Appointment and employment contracts.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

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; REVISED FORMAT, MQ, MF, ER 08/18/23 PT; BOARD APPROVED: 09/26/2023

PERSONNEL TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	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	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 computer to enter and transform words or data					X
21. Using various technology tools					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