PERSONNEL TECHNICIAN II

DEFINITION

To perform a wide variety of specialized technical duties and to provide information and assistance to the public regarding departmental policies, procedures and laws.

DISTINGUISHING CHARACTERISTICS

This classification is the journey level in the Personnel Technician series. The Personnel Technician II is distinguished from the class of Personnel Technician I by the responsibility to perform the most complex technical duties in the program to which assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or designee.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Performs a variety of the most complex and specialized technical work in the department to which assigned.

Assists in coordinating and implementing assigned programs.

Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.

Applies departmental policies and procedures, as well as applicable state laws, in determining accuracy and completeness of various applications, forms and records.

Supplies individuals with information, copies of documents and records, etc.

Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves information as needed; operates various printers.

Compiles data for use in reports and/or managerial decision-making.

Prepares, types, maintains and/or processes a variety of records, reports, correspondence, charts, tables, logs, legal documents, etc., as required.

Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, retrieving files, entering computer data, completing and processing various forms, maintaining inventory, ordering supplies, assembling materials, faxing information, answering the telephone, greeting and assisting customers / clients, processing mail, etc.

May perform routine to moderately complex bookkeeping work as assigned, which may include processing accounts payable and receivable, maintaining balances, preparing billings, disbursing funds, collecting and receipting payments, preparing statements, preparing deposits, etc.

May provide technical and functional supervision over lower level technical and/or clerical staff.

Attends a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate.

Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies and/or the general public.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

General principals of personnel adminsitration; personnel department functions.

Principles and procedures of filing, indexing and record-keeping.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations pertaining to the Department of Transportation and the Personnel Department

Learn the operation, policies and procedures of the department.

Understand and follow oral and written instructions.

Operate a variety of office equipment and machinery.

Type and/or word process at a speed necessary to successful job completion.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Perform simple mathematical calculations.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience as a Personnel Technician I, or the equivalent.

Completion of 24 semester units from an accredited college or university in business-related course work may be substituted for one year of the required experience.

Training:

Equivalent to the completion of twelfth grade.

Classification Code:	
Bargaining Unit:	07
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	See Job Table