

## PRINCIPAL PERSONNEL CLERK

### DEFINITION

Supervises and coordinates specialized and general clerical work pertaining to recruitment, employment assessment, substitute unit, new employee processing, and/or assignment of personnel in a multi-unit office.

### TYPICAL DUTIES

- Plans, supervises, schedules, and coordinates through subordinate supervisors, specialized and general clerical procedures affecting recruitment, employment assessment, substitute unit, new employee processing, and/or assignment of personnel.
- Coordinates the work flow amongst various units of a section to ensure uniformity of standards and the completion of work according to schedule.
- Contacts the public, administrators, supervisors, and other District personnel to secure or impart information pertaining to recruitment, employment assessment, substitute unit, and/or assignments.
- Interprets the rules and regulations of the Personnel Commission, collective bargaining agreements, and the Board of Education.
- Conducts training for clerical employees in the section.
- Assists in completing forms related to personnel matters such as recruitment, assignments, employment tests, and new employee orientation.
- Collects and compiles reports and composes routine correspondence related to the work of the section.
- Prepares or supervises the preparation of statistical and special reports.
- Supervises the receiving, sorting, and distribution of incoming mail and email.
- Develops and maintains manuals of office rules, regulations, and work procedures.
- Operates computer programs to input, obtain, and report on data.
- May act as timekeeper or supervise department timekeeping activities.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Personnel Clerk is responsible for supervising and coordinating a variety of personnel-clerical activities of a major department. A Principal Personnel Clerk supervises a larger number of personnel in various units and coordinates more complex activities than a Supervising Personnel Clerk. Positions in this class also function as clerical office managers.

A Supervising Personnel Clerk plans and supervises specialized personnel-clerical work in a moderately sized unit that involves major responsibility for personnel-clerical activities without immediate review by a higher-level clerical supervisor. Positions in this class are often responsible for general office management and usually have supervisory responsibility over six or more clerical employees.

A Senior Personnel Clerk provides work direction to two or more clerical employees and participates in the work of a unit performing specialized clerical duties related to such personnel activities as recruitment, examination, processing, and placement of personnel, or to personnel activities in a District line organization.

## SUPERVISION

General direction is received from higher-level human resources personnel. Supervision is exercised over Senior Personnel Clerks and other clerical personnel as assigned.

## CLASS QUALIFICATIONS

### Knowledge of:

- Office management procedures and practices
- Principles and practices of human resources
- Various classes and categories of employment found in the District
- Organization and key personnel of the District
- SAP codes and procedures related to District personnel transactions
- Provisions of the Education Code, Board of Education rules and regulations, Human Resources Division regulations and procedures, Accounting and Disbursements Division payroll procedures, collective bargaining agreements, and Personnel Commission rules pertinent to personnel operations
- Computer applications such as word processing, database, and email

### Ability to:

- Plan, coordinate, and supervise a large group of clerical personnel involved in a complex program with established deadlines
- Prepare clear, concise reports
- Compose clear and concise correspondence
- Work cooperatively with administrators, school personnel, and the public
- Utilize computer applications such as word processing, database, and email

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in personnel administration, office management, and computer usage.

### Experience:

Four years of clerical experience which includes three years of personnel clerical work and two years of supervision. Successful completion of 30 semester units or 45 quarter units from a recognized college or university may be substituted for one year of general clerical experience. Completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate Program I or II may substitute for six months of the required supervisory experience.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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