

ASSIGNMENT TECHNICIAN	2730
SENIOR ASSIGNMENT TECHNICIAN	2725

## DEFINITION

Applies pertinent federal and State employment related laws, rules, policies, collective bargaining agreements, and procedures for the preparation of assignment transactions and explains regulations and procedures to District employees and the public. A Senior Assignment Technician assists a Supervising Assignment Technician or a Principal Assignment Technician by providing technical work direction to Assignment Technicians and clerical employees, and conducts the more complex assignment transactions.

## TYPICAL DUTIES

Applies knowledge of federal and State employment related laws, rules, policies, collective bargaining agreements, and procedures in performing the following duties (some positions perform these duties in accordance with Education Code, Personnel Commission, and other legal or negotiated mandates):

- Maintaining confidential employment eligibility lists and certifying eligibles candidates to appointing authorities, making official job offers, and ensuring the rule of three ranks is adhered to for applicable classifications.
- Processing requests for assignment transactions, including the implementation of salary and retroactive compensation for non-routine requests and Personnel Commission authorized actions such as reclassifications, reallocations, and salary differentials.
- Explaining assignment transactions and leave forms to administrators, employees, and the public.
- Processing and scanning documents related to assignment transactions such as appointments, reinstatements, reassignments, changes of location, transfers and transfer applications, work summaries/histories, promotions, demotions, leaves of absence, layoffs, separations, retirement applications, and deceased actions.
- Monitoring employee absence due to Absent Without Leave (AWOL) and sending appropriate correspondence.
- Maintaining service folders, reemployment, eligibility, tenure, leave, transfer, substitute, and position-control documents; and other confidential personnel records.
- Auditing and researching District hire, contracts, seniority, reduction-in-force, and Out-of-District Administrators (ODA) dates.
- Processing work summaries and work histories utilizing HRS, SAP, TAS, and microfiche.
- Explaining laws, rules, procedures, and labor contract provisions pertinent to assignment.
- Interpreting coded and other information from rosters, microfiche, data processing reports, and other personnel records for the purpose of obtaining and verifying information, to determine history of assignment transactions, and resolving salary problems.
- Responding to inquiries regarding assignment-related issues such as salary, step level, and longevity.
- Certifying or delimiting employees with bilingual or longevity differentials.
- Placing employees on reassignments and substitute assignments; determining appropriate salary step placement or salary allocation; and requesting new examinations based on factors such as vacancies, number of provisional employees, and expiration dates of lists.

Placing a high volume of Teacher Assistants, Instructional Aides, Educational Aides, Campus Aides, Professional Experts, Community Representatives, School Supervision Aides, Out-of-School Program Workers, Limited Contract Student Aide, Adult Education Teachers, and Early Education Teachers and Aides at schools before the onset of the instructional year.

Processing off-basis employees for summer assignments.

Verifying position control numbers for accuracy of job code, location, and budget.

Processing extension of contracts by evaluating credentials, experience, and availability of position.

Coordinating, monitoring, and auditing assignments that involve employment at multiple locations to verify that the combination of hours and job codes are recorded correctly and time is reported using the correct status and funds appropriation.

Screening credentials and contracts for eligibility status and seniority or contract date.

Monitoring the length of leave-to-higher assignments.

Checking dates of concurrent assignments to ensure they are feasible and consistent with federal and State employment related laws and rules.

Reviewing nepotism forms and updating and tracking I-9 Forms and working visas based on communications from United States Citizenship and Immigration Services (UCSIS) and initiating the separation process as necessary.

Monitoring fingerprint and tuberculosis clearance, setting up appointments, processing paperwork, and notifying the Employee Relations Section of issues.

Audits documents and data related to requested and completed assignment transactions for completeness, accuracy, and legality, utilizing Business Applications Supporting Education (BASE) functions. (Senior Assignment Technician only).

Canvases employment eligibility lists and assigns employees for substitute assignments and notifies operating departments when assignments must be reduced in hours or terminated. (Senior Assignment Technician only)

Assists District employees in maintaining position control. (Senior Assignment Technician only)

May implement authorized actions such as separations and disciplinary actions.

May implement abolishments, establishments, and reallocations of classifications.

May provide work histories, status of the positions, status of the employees, and position control numbers for classification studies.

May track eligibility status to determine which employees have passed the exams and/or need reassignments.

May maintain records in a substitute calling system.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assignment Technician applies knowledge of pertinent federal and State employment related laws, rules, policies, collective bargaining agreements, and procedures in preparing assignment transactions.

A Senior Assignment Technician gives technical work direction and reviews the work of Assignment Technicians, assisting a Supervising Assignment Technician or a Principal Assignment Technician in managing a unit preparing assignment transactions.

A Supervising Assignment Technician plans, supervises, oversees, and reviews a unit consisting of Assignment Technicians and clerical employees preparing assignment transactions, and audits and prepares the more difficult assignment transactions in accordance with federal and State employment related laws, rules, policies, collective bargaining agreements, procedures, and for some positions, Education Code, Personnel Commission, and other legal or negotiated mandates.

## SUPERVISION

General supervision is received from a Supervising Assignment Technician or a Principal Assignment Technician. A Senior Assignment Technician exercises technical review over the preparation of assignment transactions and provides work direction to Assignment Technicians and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of rules of the Board of Education or Personnel Commission
- Provisions of federal and State employment related laws, rules, regulations, policies, procedures, and collective bargaining agreements
- District job classifications and categories of employment found in the District
- Merit system regulations and practices as they affect the selection and assignment of employees
- Time reporting and pay procedures
- Organization and functions of the District
- Sources of information needed to prepare, verify, and correct personnel documents
- Business Applications Supporting Education (BASE) data processing actions and procedures related to District assignment transactions (Senior Assignment Technician only)

### Ability to:

- Apply and explain provisions of federal and State employment related laws, rules, regulations, policies, procedures, and collective bargaining agreements
- Recognize and evaluate problems related to preparing assignment transactions
- Effectively navigate through SAP and process transactions
- Utilize Human Resource System (HRS) and microfiche
- Deal tactfully and effectively in telephone and personal contacts
- Work effectively under the pressure of a heavy workload with frequent interruptions
- Compile numerical records and make arithmetic computations
- Keep accurate records and maintain files
- Type accurately
- Keep information confidential
- Understand payroll and data processing systems
- Operate a personal computer
- Use Microsoft Word, Excel, and Outlook
- Train and monitor the work performance of a small group of employees (Senior Assignment Technician only)

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Assignment Technician:

Six months of clerical experience in the preparation and processing of District assignment transactions.

OR

Two years of clerical experience that included application of personnel or payroll regulations. Successful completion of one year of college or business school may be substituted for six months of experience.

Senior Assignment Technician:

Two years of experience as an Assignment Technician preparing and processing District assignment transactions.

The 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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