

# Florida State Courts System Class Specification

**Class Title: Personnel Technician**

**Class Code: 6802**

[Pay Grade 16](#)

## **General Description**

The essential function of the position within the organization is to provide technical and specialized clerical support to the Human Resources Department. The position is responsible for compiling and maintaining statistical human resources data; setting up, maintaining and auditing personnel records/files; providing support with employee benefits; gathering information for and/or preparing payrolls; assisting with the hiring processes; scheduling, tracking and updating assignments of responsibility; and performing related clerical tasks, including preparing and maintaining forms and reports. The position works under general supervision according to some procedures; decides how and when to complete tasks.

## **Examples of Work Performed**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Maintains and audits leave accrual records for state-funded employees in compliance with federal and state retention and filing standards, and provides periodic printouts as required; notifies employees of discrepancies.

Processes payrolls of responsibility and maintains employee leave balances; reviews timesheets and prepares adjustments as required; prepares personnel action requests and change notices; distributes checks to employees as directed.

Maintains personnel records, employee data and accident and salary reports in compliance with federal and state retention, privacy and filing guidelines.

Assists employees with personnel needs, such as benefit programs or FMLA; provides information, files claims and assists with resolution of problems/issues; provides support and information to managers on policies, personnel information and labor standards, and assists in keeping records of evaluation due dates and discipline issues.

Screens telephone calls and visitors to the Department; provides information, resolves issues, directs caller/visitor to proper personnel, or takes messages.

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Schedules, tracks and updates visiting judge assignments; notifies deputies, clerks and reporters of upcoming assignments; coordinates courtroom, chamber and starting times.

Conducts recruitment activities, such as analyzing recruiting needs, recruiting and screening applicants, setting interviews, and processing newly hired employees, including preparing offer letters and employee files, providing explanation of employee benefits programs, providing first day orientation and completing new employee paperwork for submission.

Out-processes employees, preparing PAR's, conducting exit interviews, and completing separation of employment checklist.

Processes, logs and clears record checks for contractual employees of the AOC; performs reference, criminal history and Driver's License checks on newly hired employees or contractual employees; coordinates open enrollment for employee benefits programs.

Compiles and maintains statistical human resources data for departmental performance measures; solicits data from other circuits and generates fax-nets requesting information for use in position comparisons.

Prepares various reports, such as Annual Leave Liability or compensation and overtime hours reports; prepares and processes employee-related forms, such as employee promotions and terminations, insurance claims, family medical leave, direct deposit authorizations or W-4 forms.

Serves as liaison with local universities, community colleges, the Employment Council, and the Office of the State Courts Administrator regarding employment opportunities with the circuit.

Coordinates and maintains operations of volunteer programs, including recruitment, conducting orientation, tracking volunteers' hours, updating informational material, record keeping, and training program managers in the use of interns/volunteers.

Assists in ordering employee identification cards and building access cards for new employees; replaces lost or damaged cards and resolves difficulties with problem cards.

Coordinates monthly safety meetings for staff members to ensure a safe working environment; delivers county-funded employees' information to the Board of County Commissioners office.

Performs routine clerical tasks, such as preparing correspondence and memoranda, distributing mail, scheduling appointments, performing data entry,

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creating reports, updating employee directories, gathering information for newsletters, or preparing spreadsheets.

Attends staff meetings to exchange information; attends technical or professional classes, workshops or seminars to improve professional skills.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

#### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

#### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

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### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or custom applications.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in human resources, business or public administration, management, employment law or a closely related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the

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recommended experience on a year-for-year basis, excluding supervisory experience.

One year of related experience.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None