

PRINCIPAL ASSIGNMENT TECHNICIAN

DEFINITION

Supervises and coordinates the work of a large number of staff which could be comprised of two or more assignment units that prepare law, rule, or collective bargaining agreement driven assignment transactions.

TYPICAL DUTIES

Plans, organizes, and reviews the work of a large number of staff comprised of Assignment Technicians, Senior Assignment Technicians, Supervising Assignment Technicians, and clerical staff engaged in processing law, rule, or collective bargaining agreement driven assignment transactions.

Develops orientation and in-service training programs for subordinate staff.

Interprets and explains federal and State employment related laws, rules, collective bargaining agreements, policies, and procedures related to personnel practices to District personnel and the public.

Evaluates the assignment processing work flow, determines problem areas, and recommends and develops new procedures and office forms.

Analyzes and/or participates in the resolution of complex, unusual, urgent, or especially sensitive assignment transactions.

Analyzes payroll simulation report to determine the outcome of annualization, paid as work, overpayments, or settlements.

Explains rules, regulations, and qualifications as it relates to Family and Medical Leave Act (FMLA), leaves, allotted time, returns, and extended illness benefits.

Processes assignments, separations, suspensions, demotions, and retirements for administratively reassigned employees.

Provides technical testing for Systems Applications and Products (SAP) using the testing environment.

Processes separation actions on non-reelected employees.

Interprets and applies laws, rules, and labor contract provisions and reviews personnel records, data processing reports, and computer printouts in order to obtain and analyze information and resolve problems.

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

Compiles statistical and special reports.

Prepares written reports of investigations, findings, and operational procedures for administrators, employees, and employee representatives.

Operates a computer and associated peripheral equipment to store data.

Represents administrators at meetings with District staff.

Provides technical guidance to Assignment Technicians, Certificated Personnel Specialist, and Administrators regarding rules and processes.

Develops training guides and facilitates trainings for assignment processors and auditors.

Responds to inquiries regarding payroll related assignment issues such as annualization, paid as work, overpayments, and underpayments.

May interface with other branches of the Personnel Commission to exchange information related to assignment transactions.

May assist with Reduction-in-Force by answering staff questions related to seniority dates and may attend debrief meetings with District attorneys prior to Reduction-in-Force hearings.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Principal Assignment Technician is responsible for organizing, coordinating, supervising, and auditing the work of a large staff which consist of at least two units of Assignment Technicians and clerical employees in the preparation of assignment transactions and providing assistance to classified and certificated administrators regarding technical assignment policies and procedures. Some positions perform these duties in accordance with Education Code, Personnel Commission, and other legal or negotiated mandates.

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.

A Human Resources Officer manages a unit engaged in assigning personnel; applying personnel rules, policies, and collective bargaining agreement provisions; and maintaining personnel records.

SUPERVISION

General supervision is received from a classified or certificated administrator. General supervision is exercised over Supervising Assignment Technicians, Senior Assignment Technicians, 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
- Organizational structure and functions of the Personnel Commission
- Business Applications Supporting Education (BASE) data processing actions and procedures related to District assignment transactions
- Sources of information needed to prepare, verify, and correct personnel documents
- Office management practices and procedures
- Concepts of employee disciplinary processes
- Principles of supervision and training

Ability to:

- Organize and supervise the activities of a large group of employees preparing assignment transactions with attention to deadlines
- Schedule and monitor work in order to meet important deadlines

Apply and explain provisions of federal and State employment related laws, rules, procedures, data processing codes, collective bargaining agreements, and Personnel Commission rules
Prepare clear, concise reports and correspondence
Recognize and evaluate problems related to preparing assignment transactions
Obtain and impart detailed information orally and in writing
Deal tactfully and effectively in telephone and personal contacts
Work effectively under the pressures of a heavy workload and 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, Outlook, and Power Point

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by two college-level courses in personnel or business administration or supervision.

Experience:

Three years of experience in the preparation, processing, and auditing of District assignment transactions, including one year providing work direction. Completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate Program is preferable.

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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