

PERSONNEL TJ 0.039 Tw 0 -1.152 Td [(s)-2 (t)-6.6 (udent)4.3 (

- Prepare and distribute personnel reports essential to budget development
- Assist in administration of all employee related contracts, agreements
- Develop job descriptions and appropriate classifications for new positions
evaluation and updating of existing job descriptions
- Develops and oversees computer related functions of Human Resources
- Prepare and distribute personnel related district publications, newsletters, etc
- Perform other duties as required

