

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: HUMAN RESOURCES TECHNICIAN-SUBSTITUTES**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Human Resources, performs a variety of technical and clerical duties related to substitute assignments; coordinates and locates available substitutes to assure proper coverage of school sites; establishes and maintains substitute employee records and files; assures the timely placement of substitutes.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists with maintaining the substitute database including system documentation and help desk information.

Assists with substitute certificated teacher processing; reviews applications for substitutes; verifies credentials; assures minimum qualifications for substitutes are met; monitor expiration date of credentials.

Communicates with personnel and various outside agencies to exchange information and resolve issues or concerns.

Composes independently and from oral or written instructions, a variety of materials including inter-office communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials; duplicate materials as needed.

Develops and prepares user materials for the reference to users of substitute system.

Monitors and oversees the placement of substitutes; coordinates substitute process including long term substitutes, schedules orientation, training, interviewing and hiring for selected classified positions; responds to same day/emergency requests for substitute teachers and assist with providing immediate and short notice classroom coverage.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Performs the placement of substitute employees through the automated substitute system; locates, identifies and screens potential substitute candidates.

Receives phone calls and retrieve messages from personnel regarding employee absences and prepares related paperwork; identifies location and hours required and initiates phone calls and emails to inform substitutes; notifies school sites of employee absences and corresponding substitutes.

Tracks staff attendance data and maintains records of attendance balance for District employees.

Types and inputs data into an assigned computer system; generates a variety of computerized reports and queries as requested.

Prepares and maintains a variety of records and reports related to employee attendance, substitute personnel and assigned activities; prepares and submits payroll slips for substitute compensation; distributes mandated reports to appropriate personnel; reconciles substitute payroll information.

##### **OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Current laws, codes, regulations and rules related to classified and certificated substitutes personnel placement.

Practices and procedures related to classified and certificated personnel.

State credential requirements and processing.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Certificated or classified contract agreements.

Oral and written communication skills,

Organizational operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Arithmetic calculations.

**ABILITY TO:**

Perform a variety of technical clerical duties related to substitute staff assignments.  
Coordinate and locate available substitutes to assure proper coverage of school sites.  
Establish and maintain substitute employee records and files.  
Answer telephones and greet visitors courteously.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain records and prepare reports.  
Type or input data at an acceptable rate of speed.  
Add, subtract, multiply and divide quickly and accurately.  
Understand and follow oral and written instructions;  
Gather, collate and classify data.  
Maintain confidentiality.  
Work with frequent interruptions.  
Work variable hours.  
Perform arithmetic calculations quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and two years of responsible and varied clerical experience involving frequent public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job-Related Proficiency Test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor Office Environment.  
Variable work hours.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

**FLSA Status**

Non Exempt

**Approval Date**

9/28/2017