

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Assistant Superintendent-Human Resources and/or Director of Human Resources coordinates, participates and performs a wide variety of technical personnel duties and record keeping duties of the human resources department; provides information, monitors and processes documents related to credentials; processes claims and correspondence related unemployment; maintains data base on certificated and classified staff. Performs detailed Human Resources administrative support work, related to establishment and maintenance of the District's Certificated position control function assuring strict application of the District's approved budget; establishes and maintains statistical records and reports; and performs related work as assigned

STATEMENT OF TYPICAL DUTIES:

- a. Performs a wide variety of technical record keeping duties of the human resources department and provides information, monitors and process documents related to certificated employment. **E**
- b. Verifies, analyzes, assigns, tracks and maintains employee credentials, Highly Qualified Teacher (HQT) status and Verification Process for Special Setting (VPSS) for appropriate match with current assignments; assure compliance with regulations. **E**
- c. Completes and processes verification of employment documents and related correspondence. **E**
- d. Works closely with Administrative Assistant in HR on issues of FTE and RFPs as they relate to position control. **E**
- e. Reconciles PO (Position assignments) and Payroll at 1st and 2nd interim reporting periods. **E**
- f. Assists with initial staffing projections and allocations to sites. **E**
- g. Assists employees with questions or problems; answers inquiries regarding opening and hiring procedures. **E**
- h. Calculates salary changes; receives and evaluates transcripts for salary placement; updates salary records according to advancement requirements. **E**
- i. Interprets contract provisions and State requirements in response to employee inquiries regarding salary placement and credential requirements; reviews certificated assignments and contracts. **E**
- j. Maintains personnel records; assures proper information is submitted to the County Office and the State regarding salary, credentials and other matters. **E**
- l. Prepares and maintains records of assignment, salary, employment status and certification; researches and compiles information; prepares a variety of reports related to certificated personnel. **E**
- m. Enters new employee data into personnel/payroll computer system, determines appropriate information and makes adjustments as necessary. **E**
- n. Completes unemployment insurance claims and submits to carrier; composes and forwards reasonable assurance letters to appropriate personnel. **E**
- o. Monitors TB expirations on all district staff; notifies employees and posts accordingly; monitors and maintains files. **E**
- p. Compiles periodic reports related to staffing, applicant flow, employee ethnicity; requests various lists and reports through the county computer system. **E**
- q. Assists with the collection of CBEDS/CalPADS information. **E**
- r. Prepares and submits reports to local, county, state, and federal agencies as required. **E**
- s. Serves as back-up for other department functions. **E**
- t. Initiates and completes surveys for salary, benefit and staffing data. **E**
- u. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Record keeping practices and procedures.
- Credential requirements and authorization as they pertain to certificated assignments.
- District organization, operation, policies and procedures.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Applicable sections of unemployment insurance laws, Education Code sections, and employee bargaining unit contracts.
- Pertinent federal, State and local laws, codes and regulations affecting certificated personnel.

- Filing systems.
- Letter and report writing techniques.
- Operation of a computer and applicable software.
- Research techniques.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Make arithmetic calculations quickly and accurately.
- Operate a variety of office equipment such as computer, applicable software, typewriter, calculator, copiers and switchboard.
- Maintain a variety of confidential records and files.
- Understand and follow oral and written directions.
- Work independently with little directions.
- Work confidentially with discretion.
- Compile information and prepare reports.
- Type at a net rate of 50 wpm from clear copy.
- Compose routine correspondence with minimal direction.
- Establish and maintain cooperative and effective working relationships with others.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Analyze situations accurately and adopt an effective course of action.
- Analyze applications and determine applicants' qualifications.
- Plan and organize work.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Read, interpret and follow rules, regulations, policies and procedures.
- Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by statistical analyses and clerical courses and three years of related personnel human resources department experience.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment; subject to many interruptions.