

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Personnel Technician for Substitute Employees

DEPARTMENT: Human Resources

POSITION SUMMARY:

Under general supervision of the Associate Superintendent for Human Resources or his/her designee, over-sees the assigning of substitute employees and maintains records and credentials for substitute employees. The Personnel Technician for Substitute Employees also performs a variety of general clerical, typing, and record-keeping functions relating to certificated and classified personnel. This position has been designated as a confidential position per SB 160 - "...(c), "Confidential Employee" means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer's employer-employee relations."

ESSENTIAL FUNCTIONS:

1. Serves as a vital staff and public relations link through personal and telephone contact frequently serving as liaison with staff and public.
2. Prepares letters, memoranda, reports, handbooks, questionnaires, requisitions, contracts and job bulletins from marginal notes, rough drafts or verbal instructions.
3. Performs a variety of complex and specialized clerical duties in support of personnel programs and functions including, but not limited to reviewing, revising and upgrading forms and procedures as needed.
4. Uses computer to input data, maintain files and operate standard office machines.
5. Obtains, interprets, and provides information to employees regarding the substitute system.
6. Monitors all substitute employees, including hiring, testing, background checks, reference checks, TB tests, scoring of applicant tests and maintaining test listings.
7. Maintains and oversees the function and care of the automated sub-calling system.
8. Coordinates and oversees the assigning and status of long term substitute employees.
9. Monitors, maintains and processes credentials, applications and certification renewals held by all substitute employees.
10. Processes waiver requests.
11. Prepares and audits spreadsheets daily for substitute employee payroll.
12. Keeps abreast of changes in substitute teacher credential regulations through the California Commission on Teacher Credentialing.
13. Processes unemployment forms as required.
14. Prepares necessary forms to implement any salary changes resulting from Board action.
15. Assists in negotiation process with the Tracy Unified School District and the substitute teachers.
16. Processes prep period coverage forms and other related forms.
17. Coordinates the training seminars for substitute employees.
18. Serves as a back-up for other Human Resources staff members on an as-needed basis.
19. Maintains regular and prompt attendance in the workplace.
20. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Two years of business college or two years of responsible clerical work in the educational field preferred. Must pass required district testing.

SKILLS AND QUALIFICATIONS:

1. Knowledge of intermediate computer skills.
2. Ability to operate standard office equipment.
3. Ability to type at a speed of 60 words per minute from clear copy.
4. Ability to communicate effectively, orally and in writing.
5. Strong interpersonal skills.
6. Ability to make independent decisions and accurately interpret laws and practices.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand, walk and bend over. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

WORK ENVIRONMENT:

Employee in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

SALARY: Classified Confidential, Range 13

DAYS OF SERVICE: 230

Revised: TUSD 11.10.15
TUSD 04.12.22