

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Human Resources Substitute Services	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Human Resources	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020 7/27/2021 Range Adjustment	<b>Current Salary Grade:</b>	27
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of a Program Administrator/Supervisor, perform complex technical duties in coordinating the District’s recruitment and placement services for certificated and classified substitutes; provide variety of technical support duties related to recruitment, credentialing, employee recognition, absence tracking, and other essential human resources tasks; ensure compliance and monitoring of daily and long-term substitutes qualifications as mandated by State and Federal regulations; maintain confidentiality of privileged and sensitive information.

**ESSENTIAL FUNCTIONS:**

- Enroll new employees into absence tracking database.
- Assist in the hiring of new substitutes (e.g. payroll, contracts, reports); verify and ensure appropriate credentials and qualifications for the position; process substitute compensation for payroll department.
- Manage and maintain employee sick leave (e.g. substitute annual accrual; daily data entry, and salary deductions).
- Maintain, operate, and monitor the automated substitute system; communicate with District personnel, and outside agencies concerning absences, coverage, and system malfunctions.
- Provide assistance (e.g. training material, log in information) to both new and current employees; provide staff training on the substitute system.
- Evaluate qualifications and electronic submission of online application for Emergency 30-Day Substitute Teaching Permits to the CTC to ensure compliance with Federal/State regulations.
- Prepare and manage substitutes salary deductions for payroll.
- Prepare a variety of reports and related documents including board agenda items for substitute employees.
- Maintain and update a variety of files and records related to employee attendance, and substitute services (e.g. historical attendance records, substitute records); provide an up-to-date reference and audit trail for compliance.
- Plan and conduct interviews for substitute personnel
- Assign and fill employee leaves and absences with substitute personnel.
- Coordinate and support recognition and recruitment programs.
- Participate in meetings, workshops, seminars, and job fairs as needed.
- Respond to inquiries from substitutes on a variety of subjects (e.g. assignments, compensation, and application status).
- Reconcile employee absences and ensure accurate data is posted into absence tracking system.
- Answer employee questions regarding absences and convey information and ensure compliance with established guidelines.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Methods, practices, terminology and procedures used in human resources administration.
- Business email and telephone etiquette.
- Software programs such as word processing, spreadsheets and data base applications.
- Data entry and retrieval techniques.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of complex and technical duties in support of human resources operations and activities.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Schedule a variety of events and activities.
- Gather, collate, and classify data.
- Upgrade skills in order to meet changing job conditions.
- Operate a variety of job-related equipment including a computer and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Three (3) years of increasingly responsible job-related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

**DESIRABLE QUALIFICATIONS:**

- Associate degree in a related field.

**WORKING CONDITIONS:**

Environment: Indoor/Office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 90% sitting, 5% walking, and 5% standing.

Hazards:

- N/A

**OTHER:**

Human Resources Substitute Services

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*