Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PERSONNEL CLERK**
Department: Personnel Department
Reports to: Director of Personnel

SUMMARY:

Under the direction of the Director of Personnel performs a variety of duties related to certificated and classified substitutes. This is a confidential classification that assists in the development of District negotiation positions and the analysis of union proposals and alternatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews substitute teacher (certificated) applications, verifies qualifications, and sends recommendations to the County Office of Education for inclusion in the county consortium of certificated substitutes
- Administers the employee substitute management system for the purpose of ensuring the system is functioning properly and all certificated and classified positions are filled
- Provides assistance to employees and substitutes with questions regarding the employee substitute management system
- Maintains a variety of records
- Inputs data in the employee substitute management system for all new employees and substitutes
- Maintains active listing of qualified substitutes
- Prepares written materials for the purpose of documentation, providing reference, and/or sending information
- Creates and maintains files for each new substitute
- Monitors certificated and classified employee attendance for planned absences for the purpose of ensuring classroom coverage
- Monitors credential expiration data for substitutes and provides information on requirements for renewal
- Responds to a variety of inquiries and/or requests for substitute employees from other District personnel for the purpose of gathering and/or providing information relating to substitute placement and eligibility in short term or long term assignments
- Provides information and assistance to job applicants regarding the application process and the status of their applications
- Monitors and ensures conformance with bargaining unit agreements and legal requirements stipulated by state and federal codes relating to leaves of absence for personnel in public school districts.
- Presents information to employees relating to absence reporting procedures, substitute employee services, regulations and district procedures regarding leaves of absences.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Performs other personnel-related duties as assigned.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience

OTHER SKILLS and ABILITIES:
Knowledge of employee substitute management system to a module designed to track absence balances, monitor how much accrual occurs based on employees' work calendars; recalculate accrual balances due to retroactive changes in leave usage; and generate reports reflecting leave accrual, usage and adjustments. Proficiency in office related software programs. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and contractual bargaining agreements, and to apply them with good judgment in a variety of situations; compose routine correspondence independently; process documents using word processing equipment and software; meet the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be arranged.