

## **EMPLOYMENT SERVICES SUPERVISOR**

### **JOB SUMMARY**

Under general direction, plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; serve as a resource to school sites, staff and other departments regarding employment and personnel issues; train and supervise the performance of assigned staff; perform related duties as assigned.

### **EXAMPLES OF DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, oversee and participate in the review and processing of documents relating to the employment of classified, limited term, and exempt employees; assure smooth and efficient office operations; maintain confidentiality of privileged and sensitive information. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor and review work of staff for accuracy, completeness and compliance with applicable laws, codes, rules and regulations. **E**
- Review and approve hiring packets and employee files; inspect documents for completeness and accuracy; monitor the applicant tracking system to assure records are properly inputted and updated. **E**
- Review and approve Vacancy Assignments (VA's); verify eligibility of former employees for rehire; forward authorization to offer probationary employment; assign start and Board of Education action dates to employees after approval of the hiring packet and required clearances. **E**
- Oversee and participate in the certification of eligible lists, pre-employment onboarding, offers of employment, transfers, and other certification practices; oversee and monitor lists of persons eligible for re-instatement, re-employment, and transfer; maintain listing of vacant classified positions. **E**
- Review and approve assignment changes, additional hourly elections, and promotions; check employee evaluations to verify satisfactory past job performance; verify and input salary and career increments. **E**
- Collaborate with Fiscal Services regarding position control issues and assignment changes such as funding sources, calendars and full-time equivalents (FTE); verify appropriate changes are made to classified positions. **E**

- Receive, review and track Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint transmittal forms; reconcile reports and arrest records with conviction forms; provide clearance status of applicants to staff. ***E***
- Receive subsequent arrest reports from the DOJ and verify status of the employee; notify Human Resource Services of arrest reports for current employees; notify the DOJ to remove the District from receiving subsequent arrest reports of prior employees. ***E***
- Oversee and participate in the daily operation and activities of the classified substitute system; monitor the entry of classified employee substitute assignments; monitor and compile data and reports regarding classified substitute use. ***E***
- Oversee and participate in Extended School Year (ESY)/Summer Employment classified staffing activities; initiate the employment application and hiring processes; assure assignments are online and the timely distribution of employment notification. ***E***
- Oversee and participate in Classified School Employee Summer Assistance Program (CSESAP) activities; assure program correspondence is distributed to employees in a timely manner. ***E***
- Determine exempt applicant eligibility for employment; meet with exempt applicants to discuss fingerprint results and explain applicable laws, codes, rules and regulations as needed. ***E***
- Oversee and review the preparation of Board of Education agenda items by staff; research and correct items as needed prior to submission; assure submission deadlines are met. ***E***
- Serve as a resource and communicate with District staff, other departments, applicants, and outside agencies to coordinate activities, resolve issues and concerns and exchange information. ***E***
- Prepare, maintain and submit a variety of records and reports pertaining to assigned activities; compile and verify data; compose correspondence, letters, memoranda, forms and other documents. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. ***E***
- Attend and participate in a variety of meetings, conferences and trainings; maintain current knowledge of laws, codes, rules and regulations; serve on assigned committees; conduct presentations as requested. ***E***
- Participate in and oversee the preparation of special projects as directed.
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E". This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS**

The Employment Services Supervisor supervises staff providing clerical and technical support for various personnel functions and activities while performing work requiring a thorough knowledge of personnel rules, regulations, classified employment contracts and applicable sections of the California Education Code. An incumbent has responsibility for functions such as the classified substitute system, Extended School Year (ESY)/Summer Employment, Classified School Employee Summer Assistance Program (CSESAP) and reviewing and approving hiring packets for classified, limited term and exempt employees. Incumbents are required to maintain the confidentiality of sensitive and privileged

information and must demonstrate exceptional customer service, interpersonal skills and positive public relations in their contacts with the public and District employees.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Functions and operations of a personnel office.  
Practices and procedures related to classified, limited term and exempt personnel.  
Applicable sections of State codes and other laws, codes, rules, and regulations regarding assigned personnel activities.  
Principles and practices of supervision and training.  
Classified and exempt payroll timelines and practices.  
Bargaining unit contracts and salary schedules.  
District organization, operations, policies and objectives.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Public speaking techniques.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Operation of a computer and assigned software.  
Basic math.  
Telephone techniques and etiquette.

**Ability to:**

Plan, oversee and participate in the review and processing of documents and forms relating to the District's classified, limited term, and exempt employment support services.  
Provide information and assistance to others regarding classified, limited term and exempt employment policies and procedures.  
Interpret, apply and explain applicable laws, codes, rules, regulations and policies.  
Train, supervise and evaluate assigned staff.  
Assign and review the work of others.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare and conduct oral presentations.  
Compose correspondence and written materials independently.  
Maintain records and files.  
Compile and verify data.  
Prepare statistical and narrative reports.  
Maintain current knowledge of applicable laws, codes, rules and regulations.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Maintain confidentiality of sensitive and privileged information.  
Resolve issues and concerns related to assigned activities.  
Meet schedules and timelines.  
Prioritize and organize work.

Establish and revise priorities of clerical work and office activities.  
Complete work with many interruptions.  
Operate a variety of office equipment including a computer and assigned software.

**Education and Training:**

Associate's degree with course work in business administration, human resources or a related field.

**Experience:**

Three years of human resources experience including some experience in a lead or supervisory capacity.

OR

Three years of experience as a Human Resources Technician or Credential Services Specialist with the Long Beach Unified School District.

OR

Three years of secretarial experience in a supervisory capacity with the Long Beach Unified School District.

Any other combination of education, training, and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California driver's license.

*SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:*

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

**WORKING ENVIRONMENT**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/10/2018

Revised: 10/17/2024

Revised: 12/12/2024