

CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN IV (SUBSTITUTE DESK)

JOB SUMMARY:

Under general supervision, performs a wide variety of complex and specialized clerical duties utilizing human resources technology and performs related work as required involving cross-training within the Human Resources Department.

ESSENTIAL JOB FUNCTIONS:

- Effectively ensure administration and troubleshooting with the SubFinder System.
- Assist and provide training to substitutes, employees and supervisors in the utilization of the SubFinder System.
- Assist public, employees and substitutes in matters related to Human Resources and employment.
- Compile, monitor and maintain substitute employee records (CPR/FA, DOJ fingerprint clearance, food handler's permit, NIS, TB clearance, and teaching credentials) utilizing various computer programs.
- Compile and verify monthly substitutes' assignments via SubFinder records to generate accurate compensation reports for payroll.
- Develop and compile computer-generated reports as requested.
- Distribute reasonable assurance letters to substitutes.
- Track and monitor substitutes' assignments to maintain compliance with various Education Codes, regulations, and contracts.
- Monitor and maintain daily allowances for substitute requests on the Substitute Availability Calendar.
- Prepare SubFinder brochures/directories/user guides for administrators, employees and substitutes.
- Update and maintain contracted employee data, such as, daily schedules and position assignments in the SubFinder System.
- Provide support to the Assistant Superintendent/Director of Human Resources.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful full-time clerical experience at the level of Human Resources Technician II or equivalent.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; type or keyboard at a net corrected speed of 45 net words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Knowledge of modern office procedures, methods, and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer appliances

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- High school diploma or GED required, including or supplemented by courses in typing/keyboarding, computer skills and office practices.

Classified Salary Schedule: Range 28

BOARD APPROVED: 7/9/14

REVISION DATES: 7/16/23

08/09/2023