

CLASS SPECIFICATION

HR/SUBSTITUTE SPECIALIST

DEFINITION

Under the general supervision of the Executive Director, Human Resources/Induction performs a variety of human resource duties including assigning substitutes (certificated and classified); supports substitute recruitment and hiring; acts as a resource for substitutes; and performs other related work as assigned.

REPRESENTATIVE DUTIES

The duties listed below are intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Assure adequate substitute coverage for certificated and classified absences including emergency requests, vacancies, and summer coverage
- Operate, maintain, and monitor the automated substitute calling system and the employee time/attendance management system
- Troubleshoot technical and human errors with the automated substitute calling system and employee time/attendance management system; analyze and correct problems independently and with assistance from district and vendor technical support as needed
- Receive/process daily substitute requests and call/schedule substitutes for absences not covered by the automated system
- Train and assist employees in the use of the automated substitute calling system
- Communicate with school and department staff regarding the status of daily substitutes, new vacancies, and long-term absences; and coordinate/process appropriate substitute coverage
- Analyze and project substitute needs and availability, facilitating the scheduling of district business absences to maximize substitute coverage
- Monitor days worked by each substitute and report information to payroll
- Perform functions in support of recruitment, selection, and processing of new substitutes, including coordinating, registering, and attending recruitment events; maintain a current list of the district's substitute employees
- Schedule and conduct orientations for substitutes, preparing materials and explaining forms and procedures, including the use of the automated substitute calling system
- Generate reports from the automated substitute calling system and/or the employee time and attendance management system for payroll processing and statistical analysis
- Maintain confidential files including substitute employee personnel files and employee medical files

- Monitor substitute evaluations and maintain records of complaints and removal from school site lists, informing the supervisor
- Determine sick leave eligibility, usage, and balances for substitute employees
- Monitor and communicate with employees on extended leave
- Assist with the interactive process involving Workers' Compensation claims and long-term medical leaves
- Compose, complete, and type letters, reports, and newsletters; process unemployment claims for substitute employees; prepare and maintain lists, logs, schedules, notices, bulletins, and forms
- Collaborate effectively with Business Services regarding personnel changes, notices, daily absences, and other functions
- Operate a variety of modern office equipment
- Attend department and in-service meetings
- Assist with lobby duty coverage as needed

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Modern office practices and procedures, including the preparation of business correspondence, filing, record keeping, and standard office operation
- Proper English communication skills including writing skills and techniques, usage, grammar, spelling, punctuation, and vocabulary
- Computer database system of input and retrieval
- Customer service practices and telephone etiquette

Ability to:

- Receive and give information over the telephone or in person in a courteous, professional manner
- Learn and implement new data management systems and processes
- Learn, interpret, apply, and communicate specific rules, laws, and policies
- Perform responsible clerical/technical work involving independent judgment and initiative
- Analyze situations accurately and implement an effective course of action
- Establish and maintain cooperative working relationships with all district departments
- Communicate clearly and concisely, both orally and in writing
- Use modern office equipment proficiently
- Multitask varying job duties
- Plan, organize, prioritize, coordinate, and meet timelines
- Maintain regular attendance and punctuality
- Accurately type at a speed of 50 words per minute from clear, legible copy

Education and Experience:

- Graduation from high school or equivalent
- Two years of responsible clerical experience that has provided the applicant with the knowledge and abilities listed above

- School district experience desired

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties in this position, the employee is subject to constant interruption and is in direct contact with the public and employees. Negative interactions resulting from these contacts may result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. The position may demand meeting deadlines within time constraints. The noise level in the work environment is normally moderate. Occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to thirty (30) pounds and may involve heavier objects up to fifty (50) pounds with assistance. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities including close vision, depth perception, and focus are required.

Approved: March 8, 2018

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