

**Department/Site:** Human Resources

**Work days/month:** 261 days/12 months

**Salary:** 40 (<https://www.sesd.org/Page/719>)

**Basic Functions:**

Under the direction of the assigned supervisor, performs a variety of skilled and technical support duties within the Human Resources Department; assists in the recruitment and selection process of employees, maintains personnel records according to District processes, verifies personnel status and other employment requirements per State and Federal regulation; collects data and prepares reports for audits; evaluates credentials, waivers and courses to ensure compliance with California Commission on Teacher Credentialing; builds and maintain strong relationships with community members and staff to support the mission and values of the Sunnyvale School District.

**Essential Duties & Responsibilities:**

1. Performs a wide range of routine to moderately complex administrative tasks assisting with daily operations and efficiency of the Human Resources Department.
2. Responds to correspondence and phone calls regarding District employment processes and general human resources policies, procedures, and regulations.
3. Creates and maintains an applicant tracking system to monitor all stages of recruiting, hiring and onboarding of new employees.
4. Supports District recruiting and hiring efforts by scheduling interviews, meetings, maintaining calendars, and ensuring effective communication with candidates.
5. Arranges and schedules candidate and employee appointments such as panel and second interviews, fingerprinting, candidate orientations, assessment exams, and TB tests/physicals.
6. Verifies applications, forms, and records for accuracy, completeness, and compliance with District, State, and Federal employment guidelines; updates records and other pertinent documents as appropriate.
7. Conducts reference checks in compliance with district and state requirements.
8. Evaluates credentials to ensure compliance; assists employees with credential applications and processes permits and waivers for submission to the county office of education.
9. Evaluates employee work experience and transcripts to determine initial salary placement and salary advancement.
10. Prepares offer letters and contracts.
11. Prepares personnel reports for the Board of Education.
12. Collects data and prepares reports for district and State/Federal audits.
13. Coordinates with the County Office of Education for credential processes and unemployment claims.
14. Advises employees on eligibility for leaves and benefits in accordance with District bargaining agreement and State and Federal law
15. Maintains accurate records in both non-digital and digital formats including databases, document imaging systems and/or district records archives.
16. Creates a variety of applicant and employee correspondence, and responds to general employment inquiries; prepares interview and/or orientation materials.
17. Maintains current knowledge of legal requirements and policies used in the Human Resources Department.
18. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
19. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

**Knowledge of:**

1. Personnel record-keeping and report preparation techniques.
2. Laws, codes, rules, and regulations related to assigned activities.
3. District organization, operations, policies, and objectives.
4. Current office practices, procedures, and equipment.
5. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
6. District technology programs, platforms, and applications.

**Abilities:**

1. Communicates professionally and clearly both verbally and in writing.
2. Works cooperatively with diverse staff, students, and community.
3. Provides excellent customer service in dynamic situations, maintaining a positive and responsive attitude when faced with challenges.
4. Follows verbal and written instructions with minimal supervision and using good judgment.
5. Organizes and prioritizes work to meet schedules and timelines within established policies and guidelines.
6. Maintains accurate records.
7. Interprets, explains and applies applicable laws, codes, rules, and regulations.
8. Interprets, explains and applies Sunnyvale School District policies and procedures regarding classified and certificated human resources programs and activities.
9. Performs both automated and manual human resources-related recordkeeping with a high degree of accuracy
10. Update skills as new technologies come into use.
11. Operates a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

**Education and Experience:**

1. Graduation from high school;
2. HR experience (District Office or school setting is preferred).
3. Associate Arts degree or equivalent preferred.

**Working Conditions:**

1. **Environment:**
  1. Indoor work environment.
2. **Physical Requirements:**
  1. Visual acuity to read a variety of materials in both print and digital formats.
  2. Auditory ability to exchange information.
  3. Sitting for extended periods.
  4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
  5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
  6. Ability to lift up to 25 pounds.

**Terms Of Employment:**

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

**Evaluation:**

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).