

JOB DESCRIPTION
Pleasanton Unified School District

HUMAN RESOURCES SUPPORT TECHNICIAN

Purpose Statement:

The job of Human Resources Support Technician is done for the purpose/s of performing critical and complex duties in coordinating the Districts recruitment and placement services for certificated and classified substitutes. This position is responsible for the compliance and monitoring of daily and long term substitutes qualifications as mandated by state and federal regulations. Performs a variety of functions related to leaves, recruitment, credentialing, employee recognition, absence tracking, and other essential human resource tasks.

Essential Functions

- Coordinates the hiring of new substitutes (e.g. payroll, contracts, reports) for the purpose of ensuring appropriate credentials and qualifications for the position and processing substitute compensation for payroll department.
- Manages certificated employee sick leave (e.g. annual accrual, daily data entry, salary deductions) for the purpose of maintaining accurate records for proper compensation in coordination with payroll.
- Maintains, operates, and monitors (e.g. additions, expiration dates, terminations) the automated substitute system, communicates with teachers, substitutes, district personnel, and outside agencies concerning absences, coverage, system malfunctions and assigned activities.
- Provides assistance (e.g. training material, log in information) to both new and current employees for the purpose of training them on the substitute calling system.
- Evaluates qualifications and electronic submission of online application for Emergency 30 Day Substitute Teaching Permits to the CTC to assure compliance with federal/state regulations.
- Creates and maintains leave calendars (e.g. medical, maternity) for the purpose of ensuring accuracy of employees compensation; prepares and manages salary deductions for payroll.
- Answers employee questions regarding absences for the purpose of conveying information and/or ensuring compliance with established guidelines.
- Coordinates Catastrophic Sick Leave Program for classified and certificated employees for the purpose of maintaining accurate information and proper protocols relating to all aspects of leave bank.
- Prepares reports, correspondence and other written materials (e.g. reports, memo, letters, substitute handbook) for the purpose of documenting activities, providing written reference and/or conveying information.
- Maintains a variety of files and records related to employee attendance and substitute services (e.g. historical attendance records, substitute records) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Answers employee questions regarding absences for the purpose of conveying information and/or ensuring compliance with established guidelines.
- Coordinates and supports recognition and recruitment programs (e.g. Teacher of the Year, Classified Employee of the Year, Salute to Service, recruitment fairs) and other related duties as determined by Director or Assistant Superintendent of Human Resources.
- Maintains various confidential and non-confidential records for the purpose of ensuring availability of information and compliance with established guidelines.
- Participates in meetings, workshops, trainings and seminars etc. as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Processes and monitors the placement (e.g. verifying MOUs, fingerprint clearance, TB clearance, orientation, and coordination of staffing) of Student Teacher, Counseling Interns, and Speech Interns for the purpose of ensuring that students have clearance and appropriate placements. Assists with the processing of agreement approval for the organizations involved.
- Provides assistance to site support staff for the purpose of training them on substitute system.
- Responds to inquiries from substitutes on a variety of subjects (e.g. assignments, compensation, applications) for the purpose of providing information and/or direction as may be required.
- Verifies employee absences daily for the purpose of ensuring accurate data is posted into database.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adapting to changing work priorities, attention to detail, communicating with diverse groups, displaying tact and courtesy, and meeting deadlines and schedules.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: common office machines, business telephone etiquette, and record keeping practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; use software programs such as word processing, spreadsheets and data base applications. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with constant interruptions; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; providing information; advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is continual opportunity to affect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified
TB Clearance

Clearances

Criminal Justice/Fingerprint Clearance

FSLA Status

Non-Exempt

Approval Date

Salary Grade

Classified 23