

MODESTO CITY SCHOOLS

JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST- SUBSTITUTES

DEFINITION:

Under the direction of the Deputy Superintendent, Chief Human Resources Official, perform a variety of responsible technical duties utilizing assigned databases related to substitute teaching assignments; coordinate and locate available substitutes to ensure proper coverage of school sites; establish and maintain substitute employee files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of responsible technical duties related to the onboarding and processing of new hire substitute teaching assignments; ensure that human resource functions and procedures have been completed before advertising vacancies on assigned websites.
- Manage and monitor incoming applications for posted classified and certificated substitute vacancies; review applicant qualifications for minimum requirements; verify credential and pre-employment requirements; provide new hire recommendations; obtain list of approved new hires; make job offers as directed.
- Conduct newly hired classified and certificated substitute staff orientation meetings; record all new hire employment forms, documents, credentials and required human resources forms; ensure supervisors' recommendations compliance and completion of Human Resources procedures, policies and practices; input new hire employee information into computer system.
- Request fingerprint clearance for classified and certificated substitute new hire employees.
- Input pay rates of new hire substitutes into payroll system; record and enter daily absences as required; prepare various audit reports; monitor and process unemployment and State Disability claim forms.
- Compose independently and from oral or written instructions, a variety of materials including inter-office communications, applications, lists, requisitions, forms, letters, memoranda, contracts, special projects, legal documents and other materials; duplicate materials as needed.
- Operate a variety of standard office equipment including a computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years of responsible and varied clerical, bookkeeping and accounting experience involving frequent public contact.

License and Other Requirements:

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

DESIRABLE QUALIFICATIONS:

- Two (2) years college course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- General personnel office functions, practices and procedures.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of standard office equipment including a computer and assigned software.

Ability to:

- Perform a variety of responsible clerical duties related to substitute teaching assignments.
- Coordinate and locate available substitutes to assure proper coverage of school sites.
- Establish and maintain substitute employee files.
- Answer telephones and greet visitors courteously.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Type and input data at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Unit Approved: 11/13/06

Board Approved: 11/27/06

FLSA Status: Non Exempt