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| Position: | Human Resources Systems Operator | FLSA: | Exempt |
| Department/Site: | Human Resources | Salary Grade: | 19 |
| Reports to/Evaluated by: | Human Resources Management | Salary Schedule: | Non-Operations |

SUMMARY

Under general supervision, maintains a system for placement of substitute employees at school district sites and monitoring absences. Provides support to recruitment, assignment, and orientation for substitutes. Prepares and maintains a variety of records and files for substitute employees. Advises substitutes on how the substitute system functions, personnel rules, procedures, and benefits.

DISTINGUISHING CAREER FEATURES

The Human Resources Systems Operator is a specialized position with Human Resources, concentrating on administration of the substitute employee management system. This position provides a range of general administrative and clerical support to the process of identifying and assigning substitute employees to work locations. Advancement to this position requires working knowledge of human resources practices, policies and procedures, and the ability to access, update, and apply a pre-designed operating system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide range of routine to moderately complex administrative tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., audits substitute payroll information, maintains required records and files, tracks assignments, time worked, and releases.
- Provides substitute employees, including teachers and classified staff, with direction to insure that classes have coverage sufficient to meet Education Code or service-level requirements.
- Monitors information so that the operating system can send communications to potential substitutes. Works with substitute employees, sites and human resources staff to resolve irregular or incomplete information. Audits correct coding of information.
- Maintains a pool of qualified substitutes. Prepares and distributes informational and advertising materials (job announcements, brochures, newspaper ads) to attract qualified applicants from the local labor market.
- Assists in the recruitment process for substitute positions. Assists with screening and processing candidates for substitute positions. Reviews applications for qualifications and certification or testing. Conducts and corrects pre-employment tests.
- Arranges finger printing, TB testing, physicals or other required pre-employment criteria. Insures that all required hiring and payroll paperwork is processed on a timely basis. Prepares monthly data downloads of payroll information to the District's payroll system. Reconciles data as needed.
- Schedules and participates in conducting orientation for new substitutes in areas such as, but not limited to, use of the substitute system, accessing information, District expectations, and personnel policies and procedures.

- Investigates and resolves problems regarding substitute placement and other program issues that may arise.
- Trains site-based staff on the operating system features and requirements such as data entry and retrieval and reporting.
- Prepares reports for internal use on attendance and substitute usage on a departmental and site level basis.
- Processes reasonable assurance and re-election notices for employees.
- Performs data entry of common personnel data into the HRIS to establish a personnel file. Transfers data between the District's HRIS and the substitute management system.
- Assists the Human Resources Analyst with data entry requirements.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Considerable knowledge of generally accepted personnel practices, employment processes, and fair employment practices and laws. Requires a knowledge of credential requirements for teachers. Requires sufficient human relations skill to convey technical concepts to others, to deal with private information, and to facilitate discussions in individual and small group settings. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires math skills sufficient to compute sums, quotients, fractions, percents, and ratios.

Abilities: Requires the ability to perform the relevant duties of the position with only general supervision. Requires the ability to learn and interpret the policies, procedures, techniques, and rules governing general human resources and teacher credentials. Requires the ability to learn and operate the substitute management system used by the district. Requires the ability to perform accurate and timely work production within stringent time deadlines. Must be able to operate a personal computer terminal, printers, and specialized database software. Requires the ability to analyze technical problems and to develop and apply appropriate solutions. Must be able to read, understand and apply information from labor contracts, and state and local laws and regulations. Must be able to write correspondence in a professional manner. Requires the ability to maintain confidentiality of private information. Must be able to prioritize work in order to meet deadlines and maintain schedules. Must be able to work effectively as part of a team devoted to customer service.

Physical Abilities: Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near visual acuity to write and to read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary telephone conversations and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various district locations, and to reach work materials. Requires manual and finger dexterity to type/keyboard and/or operate mouse and/or otherwise operate a microcomputer and other equipment.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Associates degree with course work in secretarial science, human resources or related field; supplemented by three (3) to four (4) years responsible Human Resources experience. Additional experience may substitute for education.

Licenses and Certificates: May require a valid driver's license.