

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: PERSONNEL TECHNICIAN I - SUBSTITUTES

BASIC FUNCTION:

Under the direction of an assigned supervisor, work independently and use own judgment to perform technical clerical duties in support of the processing and employment of classified or certificated substitute personnel; prepare and maintain a variety of personnel files, records and reports. Note: The intent of the word "or" is one or the other classification of substitutes, not both.

REPRESENTATIVE DUTIES:

Receive and screen job applications, analyze transcripts\units and enter on application flow chart; perform a variety of personnel functions including the recruitment, selection and processing of substitute employees.

Review district personnel requisitions to determine appropriate action; prepare county information forms assuring proper coding of classification, salary, pay cycle, action code and retirement plan and status; input data on computer to assure that employees are paid on time and in the correct amount.

Receive, audit and verify documents from the county for proper salaries, classification and other pertinent data to assure that all data entered on computer is accurate and complete.

Communicate with departments and sites to exchange or correct information and resolve discrepancies related to payroll and personnel functions.

Provide information and assistance to school district personnel, staff and the public regarding job vacancies, written and oral verifications, district policies and procedures, employee benefits and other personnel matters.

Process new substitute employees according to established procedures to ensure compliance with district and state rules and regulations; take identification photos as needed.

Track each long-term substitute to determine eligibility for benefits per contract language, notify employee and appropriate district personnel.

Gather and prepare all pertinent records and information for substitutes required for subpoenas and unemployment.

Type a variety of materials such as job announcements and advertisements and ensure printing, distribution and mailing; type correspondence, reports and other related personnel material.

Schedule, administer and score written tests; prepare eligibility lists and schedule interviews; inform applicants of results.

Schedule and conduct new substitute employee orientations; assist new employees in applying for substitute credentials and assist in the renewal of substitute credentials.

Maintain various records and files related to personnel functions; update and maintain related computerized records.

Answer phones; take and relay messages; perform a variety of clerical duties and provide assistance to other personnel as directed.

Prepare and type Board reports related to the personnel function; assure proper completion of paperwork needed for Board approval.

Prepare and maintain a variety of statistical records and reports, such as EEOC reports.

Assign and schedule substitutes as needed; communicate daily with school sites regarding employee absences; process requests for substitutes for in-services and conferences.

Communicate and coordinate with college placement officers, newspapers and other recruiting related agencies regarding the recruitment, interviews and placement of potential District staff.

Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.

Operate a variety of computer software, including databases, spreadsheets, Internet and the County computer system as related to position.

Prepare payroll reports and records appropriate to assigned program.

Process Megan's Clearance checks for volunteers.

Process volunteers, new student employees and hourly classified employees according to established procedures to ensure compliance with district and state rules and regulations.

Perform duties related to job description as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Applicable sections of State Education Code and other applicable laws.

Federal rules and regulations related to the verification of citizenship or right to work in the United States.

ABILITY TO:

Learn, understand, interpret and explain District policies and procedures pertaining to payroll and personnel functions.

Evaluate and interpret required transcripts\units pertaining to position.

Read, interpret and follow applicable sections of state and federal laws, codes and regulations.

Modern office practices, procedures and equipment.

Understand and follow oral and written directions.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

Maintain records and prepare reports.

Perform clerical duties such as filing, duplications and typing.

Type at 30 words net per minute from clear copy.

Work cooperatively and effectively with others.

Meet schedules and time lines.

Maintain a variety of records, lists and files.

Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible clerical experience, preferably including experience in a personnel office.

WORKING CONDITIONS:

District office environment.