



HUMAN RESOURCES SPECIALIST (SUBSTITUTES)

Purpose Statement

The job of the Human Resources Specialist (Substitutes) was established for the purpose(s) of providing human resources services with specific responsibility for providing support and information to substitute employees regarding policies, regulations, and concerns; assisting school sites with filling vacant positions to meet daily needs; hiring and processing of substitutes; maintaining records and the absence management system; producing a variety of information as needed; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to the Assistant Director of Human Resources.

Essential Functions

- Maintains the district automated absence management (AESOP) system for substitutes (e.g. enters and updates data, etc.) for the purpose of ensuring the accuracy of information.
- Responsible for ensuring the automated absence management system (AESOP) provides accurate call out to substitutes on days when school is in session beginning at 6:00 AM or one hour before school begins to ensure efficiency in filling open positions for the district.
- Maintains the district automated absence management (AESOP) system for substitutes (e.g. enters and updates data, etc.) for the purpose of ensuring the accuracy of information.
- Administers a wide variety of personnel policies and programs for district substitutes (e.g. advertising available positions, processing applications, recruitment, separation, verifying employment, orientation, absence management, etc.) for the purpose of maintaining an effective program and conforming to district policies, procedures, and relevant laws.
- Communicates with WCS staff, departments, school contacts, administrators, applicants and the public for the purpose of providing information and assistance concerning employment, substitute procedures, personnel records and related legal requirements.
- Conducts substitute new hire orientation (e.g. introducing personnel, briefing of payroll, expectations, policies, procedures, hours of work, maintaining schedules, and reviewing the absence management system (AESOP), etc.) for the purpose of ensuring employees are knowledgeable of current practices, dissemination, and administrative processes and ensuring accurate completion of new hire paperwork.
- Maintains personnel record keeping procedures and absence management system (e.g. entering personnel actions for pay, transcripts, recruiting, hiring, scheduling, etc.) for the purpose of ensuring compliance with established guidelines and protocol.
- Coordinates employment process (e.g. interpreting new hire information and transcripts, processing applications, inputting substitute data, analyzing transcripts and references, long term state rate, permanent positions, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Develops a wide variety of written materials and reporting (e.g. forms, procedures, guidelines, new hire information, AESOP information, certification lists, daily and quarterly superintendent report, data trends, special reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying accurate information.
- Participates in meetings, training, and site visits that involve a range of issues (e.g. personnel actions, regulatory requirements, inter-department needs, etc.) for the purpose of developing recommendations and/or supporting other staff.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, data inputting, transmitting, telephoning, taking messages, responding to written and verbal inquires, etc.) for the purpose of supporting the needs of the substitutes, applicants, schools, and HR department.
- Responds to a variety of written and verbal inquiries from a variety of internal and external sources (e.g. substitutes, teachers, administrators or designees, etc.) for the purpose of resolving concerns, problem-solving, providing information and/or reference to appropriate personnel.



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Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responsible for reporting to work by 6:00 a.m. when school is in session to complete required duties. Morning pay incentive may be provided.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; utilizing standard office equipment including utilizing pertinent software applications; facilitating meetings and record keeping.

KNOWLEDGE is required to perform basic math, read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices within a district environment; codes, policies related to the job functions; effective general knowledge of office equipment and software.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. 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 defined methods. Problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines, maintaining schedules, adaptability to work with a variety of individuals, confidentiality; working with frequent interruptions; decision making, multitasking, organization, taking initiative; and teamwork.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 10% standing.



EXPERIENCE: Job related experience is preferred.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-employment Proficiency Test

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified