HUMAN RESOURCES SPECIALIST (SUBSTITUTES)

Purpose Statement
The job of Human Resources Specialist (Substitutes) was established for the purpose/s of providing support to the delivery of human resource services with specific responsibility for providing information to substitute employees regarding policies and regulations; addressing a variety of issues and/or providing general support; maintaining records, files and databases of personnel actions, evaluations, and longevity; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assistant Superintendent of Human Resources or his/her Designee.

Essential Functions

- Administers a wide variety of personnel policies and programs regarding Substitute employees (e.g. advertising positions, processing applications, recruitment, separation, verifying employment, orientation, substitute calling system, etc.) for the purpose of conforming to district policies, procedures and relevant laws.

- Communicates with other employees, departments, 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 employee orientation, training and ongoing training (e.g. introducing personnel, payroll, and assisting with enrollment forms, expectations, policies and procedures, employment benefits, hours of work, schedules, time off, reviewing substitute calling system, etc.) for the purpose of ensuring employees are knowledgeable of current practices and administrative processes as well as completion of forms.

- Coordinates employment process (e.g. processing applications, inputting substitute data, analyzing transcripts and references, preparing announcements of vacancies, retention of substitutes, interim positions, permanent positions, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.

- Develops a wide variety of written materials (e.g. forms, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Interprets transcripts, references, employment records, education codes and employment regulations for the purpose of ensuring compliance with regulatory requirements.

- Maintains automated substitute calling system (e.g. enters and updates data, etc.) for the purpose of ensuring the accuracy of information. Also, makes personal calls to substitutes on days when school is in session beginning at 6:30 AM or one hour before school begins.

- Maintains manual and electronic documents, files and records (e.g. personnel records, employee lists, etc.) for the purpose of providing accurate information in compliance with established guidelines.

- Monitors a variety of processes (e.g. applications, eligibility, certifications, computerized calling system, etc.) for the purpose of ensuring efficient processing of applicants and employees in addressing position requirements and adhering to legal and/or administrative requirements.

- Participates in meetings, training, and site visits that involve a range of issues (e.g. personnel actions, regulatory requirements, actions involving outside agencies, 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 department.
• Prepares a variety of reports and related documents (e.g. verification requests of employment, folders, paperwork, etc.) for the purpose of providing documentation and information to others.

• Presents information on a variety of topics (e.g. orientations, meetings, substitute calling system, etc.) for the purpose of conveying information and/or making recommendations regarding district services.

• Processes documents, data, and materials (e.g. Human Resources Information System, etc.) for the purpose of disseminating information to appropriate parties and inputting data.

• Researches information required to manage assignments including reviewing relevant policies and current practices for the purpose of ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests from directors and various state and federal agencies.

• Responds to written and verbal inquiries from a variety of internal and external sources (e.g. substitutes, teachers, administrators, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel and/or identifying the relevant issues and recommending or implementing a remediation plan.

• Schedules a variety of meetings and employee events (e.g. Certified Employee In-processing, Substitute Orientation, applicant interviews, arranges for facilities, etc.) for the purpose of meeting the needs of the department, District and employees.

• Serves as a liaison to substitutes, certified full-time substitutes, teachers, administrators, committees and/or organizations on behalf of the Human Resources Assistant Superintendent for the purpose of conveying and/or gathering information required for district operations and to resolve concerns.

• Supervises personnel record keeping procedures and substitute calling system (e.g. transcripts, recruiting, hiring, scheduling, placing and paying personnel, etc.) for the purpose of ensuring compliance with established guidelines and protocol.

• Supports the Human Resource Assistant Superintendent and department staff for the purpose of assisting in the performance of their work activities.

• Troubleshoots substitute calling system for the purpose of ensuring the efficient and effective functioning of the program so that the instructional needs of students are met.

• Serves as liaison between the school district and software vendors.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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 projects; preparing and maintaining accurate records; operating standard office equipment; planning and managing projects; utilizing Microsoft Office Suite (word, excel, outlook) and other pertinent software applications; budgeting and cost control; facilitating meetings; interpersonal aptitude; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment; codes, regulations & laws related to the job functions; English grammar/punctuation/ spelling/vocabulary; and office equipment/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. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting schedules/deadlines; adaptability/flexibility communication with persons of diverse backgrounds/ knowledge/ skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; innovation; multitasking; organizing; prioritization; reliability; taking initiative; and teamwork.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

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, 30% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience with increasing levels of responsibility is desired.

Education
Associates or Bachelor’s Degree preferred.

Equivalency
None Specified

Required Testing
Pre-employment Proficiency Test

Certificates & Licenses
None Specified

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade