

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: SUBSTITUTE SERVICES TECHNICIAN (CONFIDENTIAL)

BASIC FUNCTION

Under general supervision of the Superintendent or designee, to perform a variety of responsible, technical and lead personnel clerical functions and activities; to aid and provide leadership in the planning, organization, and conduct of certificated/classified substitute employee recruitment, selection, and employment activities; to assist in the planning, organization, development, and maintenance of a comprehensive personnel record management, storage, and retrieval or substitute calling system; and to do other related functions as directed. Incumbents in this classification provide students, staff and the public with human resources support services which directly support learning.

ESSENTIAL JOB FUNCTIONS

- Organizes, implements, operates and maintains the District's automated substitute placement and absence management software system
- Performs a variety of technical personnel clerical functions, including employee recruitment and selection of substitute personnel, personnel employment processing, absence management and substitute placement personnel functions, and other related functions and activities
- Reviews and screens applications to ensure completeness and that those applicants meet minimum qualification standards
- Evaluates substitute application/employment packets (e.g., credentials, experience, criminal history, etc.) to comply with state and federal legal requirements and administrative procedures
- Reviews the status of the capacity of the automated substitute system in filling positions to assess and take action to fill absences/vacancies, communicate with school site staff to fill jobs, troubleshoot issues, and analyze statistical information to determine the cause of unfilled substitute jobs
- Maintains the District's LiveScan fingerprinting process; collects and balances funds collected; maintains fingerprint records
- Monitors work hours of substitutes and substitute usage; fills long-term substitute positions
- Confers with and advises District personnel regarding various employment, technical and legal mandates to fill short-or long-term absences
- Assists in the development of documentation to ensure clearance related to the employment process, including credentialing, fingerprint reviews, medical reviews, and service certification
- Processes and monitors credentials and emergency permits for substitute teachers
- Collects data regarding substitute teachers and their performance
- Creates and manages master electronic substitute calendar District-wide, collaborating with Departments, Divisions, school sites, etc.
- Inputs and maintains employee data in the district's comprehensive personnel records system, the position control system and the Los Angeles County Human Resources Payroll System
- Inputs data into an automated substitute placement and absence management software system; manually fills next-days substitutes; prepares output reports as necessary
- May assist with the credentialing process for other certificated employees
- Plans, develops, implements, and maintains the manual and automated personnel record management, storage, and retrieval systems
- Works with Fiscal Services, school sites and departments in regard to monthly substitute billing

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- Participates in research and development functions and activities, including personnel need assessments, wage and salary analyses and surveys, and other related functions and activities
- Assumes major responsibilities for the conduct of related district wide special events
- May independently respond to routine correspondence, memoranda, and requests for information and data
- May assist in the compilation and preparation of the personnel component of the Governing Board and Personnel Commission agendas
- May participate in the planning, organization, and conduct of personnel orientation, staff development, and in-service training programs
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Communicate clearly and effectively with the public
- Operate standard office equipment including computer operations
- Demonstrate proficiency in written communications
- Maintain a data management and retrieval system

Knowledge of:

- Methods, trends, strategies, and techniques pertaining to a comprehensive personnel management system
- Methods, procedures, terminology, and techniques pertaining to an automated personnel record management, storage, and retrieval system
- Education Code provisions and other legal mandates, Board policies, regulations, Personnel Commission rules and operational procedures and guidelines pertaining to personnel management functions and activities
- Procedures, terminology, equipment and processes related to an automated substitute placement and absence management software system

Ability to:

- Utilize database, spreadsheet and word processing computer software
- Interpret and apply technical personnel operational procedures, policies, rules, regulations, and legal provisions
- Plan, organize, and lead personnel clerks pursuing a variety of complex and technical personnel transactions, abstract, and compile comprehensive management reports, which may include sensitive and confidential information
- Communicate effectively in oral and written form
- Keyboard at an acceptable rate of speed
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work under pressure and meet daily deadlines

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PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, an incumbent must have the ability to do substantially all of these activities. If someone can do light work, it is deemed that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of responsible experience in secretarial or specialized clerical work, including one (1) year in a personnel office preferably in an educational setting.

Education:

Equivalent to the completion of High School, supplemented by training or coursework in computers, data entry, personnel management practices and other related areas.