

**Central Valley School District
Job Description #826**

TITLE Human Resources Secretary – Substitute Services

GENERAL SUMMARY

The Human Resources Secretary in Substitute Services works to assure the smooth and efficient operation of the Substitute Employment Management System (SEMS). S/He provides support to the functions of the Human Resources Department with emphasis on substitute employees

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Human Resources Secretary – Substitute Services may perform all or a combination of the following:

1. Coordinate and maintain the District's substitute calling system.
2. Maintain accurate personnel files for all substitute certificated employees.
3. Prepare a variety of reports, calculate salaries, check for appropriate certification and college transcripts.
4. Respond to school employees in a cordial, courteous manner; answer telephone; relay messages.
5. Provide SFE training and district orientation for new employees.
6. Compose standard letters, memoranda or reports in an accurate manner independently or with little instruction.
7. Provide current personnel information through data entry for payroll purposes.
8. Cross-train efforts with other personnel office staff.
9. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
10. Visit school sites as necessary to assist with SFE operation.
11. Maintain employee information in SafeSchools as needed.
12. Complete the hiring process for all new substitutes including placing long-term subs.
13. Assist with the online application process including scanning of documents into applications.
14. Perform related duties as required by the Director of Human Resources.

REPORTING RELATIONSHIPS

This position reports to the Director of Human Resources/Designee.

MENTAL DEMANDS

Required to meet strict, inflexible daily deadlines; required to maintain safety awareness during early morning shift; required to exercise judgment and make decisions independently.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; may occasionally deal with distraught or difficult individuals.

QUALIFICATIONS

1. Possess a high school diploma or equivalent, minimum five years successful office experience and additional Human Resources experience and/or other related course work required.
2. Possess excellent demonstrated skills in use of district standard hardware and software and programs specifically related to SFE.
3. Demonstrated ability to operate a ten-key calculator by touch, plus basic knowledge of office machines, i.e. copier, etc.
4. Must pass Scheig Secretarial Assessment.
5. Possess basic knowledge of bookkeeping and have excellent filing skills.
6. Demonstrated ability in handling confidential information.
7. Ability to accurately structure and perform basic mathematical operations.
8. Demonstrated skill in attention to detail.
9. Willingness to work additional hours during peak time of year.
10. Excellent public relations and communication skills.
11. Effective organizational skills to facilitate organization and prioritization of workload to meet deadlines.
12. Ability to work well independently.

UNIT AFFILIATION

PSE - Secretarial/Clerical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 11/98
Revised 06/04
Revised 8/08
Revised 10/14