

Basic Function

Under the supervision of the Assistant Superintendent of Human Resources, performs complex and responsible clerical and technical work related to employee attendance and leave management; arranges timely placement of substitute teachers; performs complex and responsible clerical and technical work related to assigned personnel, including credential verification, renewal and management; performs complex and responsible clerical and technical work related to assigned school administration software systems, e.g., Accounting and HR/payroll Systems, Student Information Systems (SIS), Student Assessment Systems (SAS), communication systems, and publisher databases; provide information and training to end users of such systems, as assigned; provide technical information to County, State and Federal agencies as assigned, e.g., California Basic Educational Data System (CBEDS), California Longitudinal Pupil Achievement Data System (CALPADS), California State Assignment Accountability System (CalSAAS), and Civil Rights Data Collection (CRDC); and relieves assigned administrator of routine administrative and clerical details.

Representative Duties

Collect, enter, retrieve, and process data and trouble-shoot errors in assigned school administration software systems, e.g., Accounting and HR/payroll systems, Student Information Systems (SIS), Student Assessment Systems (SAS), communication systems, and publisher databases. E

Prepare letters, memoranda, reports, handbooks, requisitions, employment contracts, extra service contracts. E

Maintain up-to-date personnel records such as applications, educational transcripts, experience data, required government and district forms, evaluations, meeting notes; and assist in the use and accessibility of the files. E

Verify the employment, education and experience of assigned personnel to determine appropriate qualifications and salary placement. E

Interpret laws and regulations pertaining to credential requirements and assist certificated personnel in obtaining/renewing credentials and verify that all certificated personnel are properly credentialed. E

Review and interpret legal mandates, policies, regulations and guidelines pertaining to the District's employment contract and school administration systems, e.g., Accounting and HR/payroll Systems, Student Information Systems (SIS), Student Assessment Systems (SAS), communication systems, and publisher databases. E

Assist with short- and long-term absences and substitute searches and placement for assigned personnel. E

Provide technical information to County, State and Federal agencies as assigned, e.g., California Basic Educational Data System (CBEDS), California Longitudinal Pupil Achievement Data

System (CALPADS), California State Assignment Accountability System (CalSAAS), and Civil Rights Data Collection (CRDC). E

Prepare employment contracts and amendments. E

Process, onboard and orient new employees, explain contractual obligations and benefits, support payroll procedures, and assist in the completion of required forms and database records. E

Maintain records of status, probationary periods, leaves, and tenure of assigned employees. E

Greet and assist office visitors in a polite and courteous manner. E

Assist in the maintenance of manual and automated record management, storage and retrieval systems. E

Perform a variety of technical personnel duties. E

Provide clerical and administrative support to Assistant Superintendent of Human Resources. E

Prepare complete and accurate financial, payroll and related reports; prepare periodic attendance and employment reports. E

Interpret and provide information and training regarding routine legal mandates, policies, procedures, and operational guidelines to District personnel and other stakeholders, as assigned. E

Provide information and training to end users of assigned school administration software systems, e.g., Accounting and HR/payroll Systems, Student Information Systems (SIS), Student Assessment Systems (SAS), communication systems, and publisher databases. E

Prepare account and payroll record analyses and respond to requests for information for the assigned accounts. E

Prepare data and analyze, verify and reconcile output reports; make arithmetic calculations and verify computations. E

Schedule meetings, conferences and appointments as assigned; maintain calendar of activities, meetings and events; make travel arrangements as needed. E

Attend a variety of meetings; prepare agendas for meetings as required; prepare and send out notices of meetings; collect and compile information for meetings; prepare and distribute minutes. E

Assist with employee recognition/awards programs. E

Respond to telephone and visitor inquiries and provide technical information in a polite and courteous manner. E

Prepare necessary salary information to payroll/employees. E

Monitor and process payment for annual stipends earned and extra duty stipends. E

Process unemployment claims, Verifications of Employment (VOE), and retirement forms (CalSTRS and CalPERS) as required. E

Other related duties as assigned.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent required.

Two years of business college or two years of responsible clerical work in the educational field is preferred..

Must pass District required testing.

SKILLS AND QUALIFICATIONS:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed.

Proficient in Microsoft Office including Excel, Word and PowerPoint.

Proficient in Google Suite and/or equivalent email, spreadsheet and calendar software.

Experience with database software used for employee, substitute, payroll, leaves, and time and attendance records.

Knowledge of policies, regulations and procedures that govern the California Credentialing process.

Ability to operate standard office equipment including copiers and scanners.

Ability to type at a speed of 60 words per minute from clear copy.

Ability to communicate effectively, orally and in writing.

Strong interpersonal skills.

Ability to make independent decisions and accurately interpret laws and practices.

Ability to maintain cooperative working relationships with those contacted in the course of work.