

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN (SUBSTITUTES)

BASIC FUNCTION:

Under the direction of the Senior Director-Certificated Human Resources or Director-Employee Resources, monitor and maintain the substitute program for certificated employees; receive messages and phone calls directly from employees reporting an absence; call and secure qualified substitutes; prepare and maintain a variety of records and reports; notify schools of absences and respective substitutes.

REPRESENTATIVE DUTIES:

Maintain and monitor a substitute program for certificated personnel; operate a telephone answering machine; record appropriate information according to established procedures. **E**

Call and secure qualified substitute personnel according to District policies and procedures; receive phone calls from substitute personnel. **E**

Develop and maintain a handbook for substitute personnel; participate in substitute orientation programs. **E**

Perform technical duties requiring knowledge of personnel policies, procedures, rules, and regulations related to employees. **E**

Interact in the processing of paperwork related to certificated leave of absences and substitute teachers. **E**

Provide specialized reports to District administrators in the recruitment of qualified substitutes for leave of absence positions. **E**

Communicate with Human Resources employees and other departments regarding certificated leave of absences. **E**

Process reasonable assurance letters for substitute certificated personnel who work less than 12 months. **E**

Prepare and maintain appropriate records and reports of absences; submit reports to management as directed. **E**

Maintain the District's staff development calendar. **E**

Maintain files and records regarding substitute personnel; notify appropriate personnel of need for additional substitutes, resignations or other related issues. **E**

Operate a variety of office machines including a computer, multiple-line telephone system, and copier. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

Operation of office machines including computer workstation and related software.

Basic record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.

ABILITY TO:

Maintain an automated substitute management system.
Understand and follow oral and written instructions.
Work cooperatively with others.
Understand and follow oral and written instructions.
Maintain records and files.
Assemble, organize and prepare data for records and reports.
Answer telephone and greet the public courteously.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
Operate office machines including a computer and applicable multiple-line telephone.
Learn laws, rules and regulations related to assigned activities.
Type at 40 words per minute.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience with some experience in a school district office.

WORKING CONDITIONS:

ENVIRONMENT:

Office Environment
Working early morning hours

PHYSICAL ABILITIES:

Sitting for extended periods of time
Hearing and speaking to exchange information in person or on the telephone
Dexterity of hands and fingers to operate a computer keyboard and multiple-line telephone