

PITTSBURG UNIFIED SCHOOL DISTRICT

SENIOR SUPPLEMENTAL STAFFING TECHNICIAN

CLASSIFICATION SPECIFICATION

DEFINITION OF JOB TITLE:

Under the general supervision of the Assistant Superintendent or his/her designee, perform a variety of technical duties and provide assistance in various personnel functions with special emphasis on substitute employees, certificated and classified.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. A major characteristic is the ability to multi-task.

EXAMPLES OF DUTIES:

Contact teacher, clerical and paraprofessional substitutes to complete appropriate personnel record forms for activation in the District's substitute employee management system, SmartFindExpress. Provide technical support for school secretaries, department secretaries and other District staff regarding inputting required information into SmartFindExpress for substitute placement purposes. Train substitutes and District staff in the appropriate use of SmartFindExpress. Update substitute and teacher profiles; enter and maintain school site data in SmartFindExpress including start and end times, class assignments, grade and subject levels, and other required information. Determine needs for new substitutes and develop strategies and methods for recruiting classified and certificated substitutes to work for the District. May attend job fairs on behalf of the District. Monitor substitute teacher credentials and maintain records of substitute employee evaluations. Maintain accurate daily records of substitute assignments by timely data entry into SmartFindExpress. Produce reports to identify substitutes who are not accepting jobs and remove them from the system so that jobs can be filled more rapidly. Technical expert on the use and capabilities of SmartFindExpress.

Prepare and distribute classified job postings. Administer employment/qualifying tests for classified employees and notify applicants of testing dates, procedures and results of testing. Maintain the applicant tracking information. Process internal transfer requests. Conduct new hire orientations. Enter data and produce new employee badges. Perform a variety of clerical and secretarial duties related to the classified or certificated personnel function; develop and maintain personnel forms; compose and type letters, reports, and other documentation as directed, including annual reasonable reassurance letters. Establish, prepare and maintain a variety of personnel files and records with discretion according to established procedures, policies, rules and regulations; prepare reports related to assigned activities.

Operate a variety of standard office equipment, such as a computer and applicable personnel and payroll software, telephone, typewriter, fax machine, and copier; update the personnel database. Assist personnel, applicants and the public and provide a variety of information related to the personnel function; interpret and apply rules and regulations related to personnel policies and guidelines. Perform various clerical and secretarial activities including acting as front office receptionist; answering phones, taking messages, transferring calls, verifying employment, greeting visitors and other activities as assigned. Participate in special activities and studies as assigned. Perform related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

District substitute policies, procedures and regulations.
Practices and procedures related to classified and certificated personnel.
Applicable sections of the Education Code and other rules and regulations related to assigned areas.
Operation of a computer and assigned software.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Basic research and report writing methods.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Principles and practices of training and providing work direction to others.

Ability To:

Perform a variety of technical duties related to the processing and employment of District substitute personnel.
Provide assistance to perspective, retired and current classified and certificated personnel.
Learn applicable sections of the Education Code and other rules and regulations related to assigned areas.
Learn operations, policies and objectives relating to human resources activities.
Prepare and maintain a variety of related personnel requisitions, records and reports.
Apply, explain, and enforce rules, regulations, policies and procedures related to assigned personnel.
Distribute, screen and process various personnel-related documents.
Answer telephones and greet visitors and the public courteously.
Perform clerical duties such as filing, typing, duplicating and maintaining routine records.
Operate a computer and other office equipment as assigned.
Type at 55 net words per minute.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Handle personnel matters with confidentiality and discretion.

Education & Experience:

Any combination equivalent to: graduation from high school and three years of increasing responsible clerical experience preferably in a school or personnel office setting; college level course work preferred.

LICENCES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Office environment; driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

TERMS OF EMPLOYMENT:

Work Year: Twelve (12) months

Salary: Classified – Range 42

Approved by CSEA: March 18, 2010

Board Approved: March 24, 2010