

## INTERMEDIATE PERSONNEL SPECIALIST

### DEFINITION:

Under direction, to operate and provide support for the Substitute Assignment Management System (SAMS); perform difficult technical and clerical duties related to the maintenance of certificated personnel records, documents and information; provide clerical support to personnel office administrative staff; assume and perform related work as necessary or required.

### CLASS CHARACTERISTICS:

This is a position having significant responsibility for performing technical personnel work involved in providing substitutes for certificated and classified positions through an automated substitute calling system. The incumbent oversees the daily staffing of absent certificated employee positions on a pre-established priority basis. Answers administrators and substitutes questions, trouble shoots the SAMS system and resolves problems as necessary. The incumbent is the primary contact for all certificated applicants. The incumbent employs all certificated substitutes, verifying qualifications, processing required documentation and entry on the County payroll. This position is pivotal in facilitating the District's needs for temporary and substitute certificated and classified employees and the efficient daily operations of the Human Resources Department.

### EXAMPLES OF DUTIES:

Operate and provide support for the computerized substitute assignment management system, including: monitoring and making adjustments in assignments to ensure proper substitute coverage, updating/modifying the database to ensure optimal efficiency and updating the certificated substitute handbook as necessary. *E*

Verify employee absence records to monthly absence reports, researching and resolving discrepancies. *E*

Receive and respond to calls from site administrators, certificated staff and substitutes regarding substitute or SAMS questions; may make recommendations to site administrators regarding long term substitutes. *E*

Process new certificated substitute employees, including inputting information into the county payroll system. *E*

Prepare and post certificated job opportunities and oversee the receipt of applications for certificated employment. *E*

Coordinate and schedule interviews for filling permanent certificated positions, assemble interview packets with rating forms, generate reply letters/invitations to applicants and advise candidates of results. *E*

Request and respond to requests for confidential information and file materials of applicants for certificated employment and provide written and verbal employment verifications. *E*

Serve as Human Resources Department receptionist and sort and distribute mail.

Establish and maintain a wide variety of records and reports for certificated applicant tracking, collecting statistics and preparing the annual California Basic Educational Data System (CBEDS) report, preparing the annual district personnel directory, and to ensure certificated staff compliance with mandatory tuberculosis testing requirements.

Provide direct clerical support to certificated office administrative staff.

Maintain a list of tutors and provide names to parents as requested.

***E* denotes an essential function of the job.**

**SUPERVISION:**

Supervision is received from the Assistant Superintendent, Human Resources.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

Modern office methods, procedures, practices, terms and equipment used in a personnel office;

Word processing, spreadsheet, database, Internet and E-mail computer applications;

Methods of making mathematical and statistical calculations;

Correct English usage, spelling, grammar and punctuation;

Standard record keeping and filing system procedures;

Business office telephone techniques and etiquette;

**Ability to:**

Work independently utilizing sound judgment and discretion in a wide variety of situations;

Compose and edit routine correspondence independently;

Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software;

Keyboard at a net corrected speed of 45 words per minute;

Maintain confidentiality of information;

Understand, interpret and apply complex rules, regulations, procedures and policies;

Work effectively, efficiently and cooperatively in a busy modern office environment;

Communicate effectively with a wide variety of audiences both orally and in writing;

Effectively and efficiently maintain accurate records and files;

Provide quality customer service and use sound judgment and discretion in a wide variety of situations;

Carry out oral and written instructions, and plan, organize and prioritize work;

**EDUCATION AND EXPERIENCE:**

Equivalent to completion of the twelfth grade, supplemented by courses focused on office records management and computer hardware/software technology and applications. Several years of successful work experience involving performance of duties reflecting a good working knowledge of computer-based record keeping and word processing, preferably in a California school district personnel office.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Safely lift, carry, push up to 25 pounds; frequently sits, stands, walks; occasionally stoops, bends, and reaches over head; repetitively uses fingers, on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; has direct contact with public and other district staff, occasionally in difficult interpersonal situations; frequently works with high volume and tight deadlines, without guidance from supervisor.