

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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#### PERSONNEL SERVICES TECHNICIAN

JD 4200.1

##### Definition

Under general supervision, to monitor the automated Substitute Employee Management System (SEMS); respond to questions regarding SEMS and substituting opportunities within the district; ensure proper classroom and employee coverage; prepare and process materials for substitute employees for the school district; and to do related work as required.

##### Responsible to

Assistant Superintendent, Human Resources

##### Examples of Duties

1. Checks SEMS for employees who are absent and ensure proper substitute coverage; generate inquiry reports to determine available substitutes; call substitutes for coverage. Entering employee's absences and creating vacancies into SEMS. Serves as the point of contact for any questions/concerns regarding SEMS.
2. Notifies schools of employee absence and substitute service arrangements.
4. Assists in planning, organizing, compiling and preparing personnel components of Board Agenda.
4. Coordinates new substitute orientation sessions for certificated and classified positions. Submit updated lists of new or inactive substitutes.
5. Responds to employee questions regarding the SEMS system; respond to inquiries from the public regarding substitute credentials, TB Tests, fingerprinting, and testing.
6. Ensures that all employees meet current state and federal employment regulations for their job classifications.
7. Creates job postings, prepares and distributes announcements for job openings; notify candidates of testing and interviewing activities; compiles and prepares interview packets. Assists applicants with completing the application packet, as needed.
8. May assist with the onboarding process for new employees; prepare and review pre-employment documents, and conduct employee orientations.
9. Manages and monitors incoming applications for classified and certificated vacancies; review applicant qualifications for minimum requirements; request fingerprints clearance.

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10. Assign new staff training modules including Mandated Reporter training.
11. Receive and distribute district daily correspondence to appropriate sites and departments in a timely organized manner.
12. Enters and processes payroll data for new employees into the district payroll system.
14. Maintains and processes current database information, documents and materials for certificated and classified employees including substitutes. Input grade level or classifications and location information or changes for employees and disseminate information.
15. Generates various daily and monthly records and may provide additional reports as requested. Processes weekly absence reports.
16. Performs assigned clerical tasks, such as, filing, typing, and preparing forms.
18. Updates employee reference materials for classified and certificated employees and substitutes.
19. Receives and greets office callers and visitors. Refers them to appropriate persons and/or departments.
20. Maintains inventory of office supplies for the purpose of ensuring availability of required items.
22. Contacts different outside agencies to set up independent contractors for positions/vacancies throughout the district; ex. paraprofessionals, RNs, LVNs, etc.
23. Serves as the district contact for university internship, student internship, and student teaching placement.
24. Ongoing understanding of the collective bargaining unit agreements to inform employees.

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#### Qualifications Guide

##### Knowledge of:

1. Operation of a computer and assigned software and databases including an automated Substitute Employee Management System (SEMS).
2. Interpersonal skills including: tact, patience, and courtesy.
3. Oral and written communication skills.
4. Record-keeping techniques.
5. Modern office practices, procedures, and equipment.
6. Correct English usage, grammar, spelling, and punctuation.
7. District policies, rules, and regulations related to substitute service.

##### Ability to:

1. Monitor the automated Substitute Employee Management System (SEMS).
2. Respond to questions regarding SEMS and substitute employment opportunities.
3. Operate a computer and other office equipment.
4. Establish and maintain effective and cooperative working relationships with others.
5. Plan and organize tasks.
6. Meet schedules and timelines.
7. Communicate effectively both orally and in writing.
8. Maintain files and records and prepare reports.
9. Make oral presentations regarding SEMS to employee groups.
10. Perform clerical work independently.
11. Work efficiently with frequent interruption.

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12. May be assigned to work flexible hours, on an on-call basis.
13. Operate office equipment and central telephone system.

#### **Training, Education and Experience:**

One year of clerical experience in a school environment is preferred; high school diploma or equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

#### **Working Conditions**

##### **Environment**

1. Office environment
2. Constant interruptions

##### **Physical Demands**

1. Some lifting, carrying, pushing and/or pulling.
2. Some stooping, kneeling and crouching.
3. Sitting for extended periods of time viewing a screen

Job Description Adopted: June 6, 2022