

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Personnel Technician, Substitute Services	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0579	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 51 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	09-04-13

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**BASIC FUNCTION:**

Perform advanced, specialized work for Human Resource Services related to the Automated Substitute Finder (ASF) System, Substitute Pay, Substitute Resource Guide overview; Classified Substitute and Guest teacher user training and documentation, new hire substitutes. Complete required Substitute Pay essential functions to validate that Personnel/ Payroll data for all Substitutes is reconciled and accurate for monthly transmittal to Payroll Services for payroll processing.

As assigned by supervisor and in coordination with schools and departments, accomplishes designated activities in the Substitute Office to include monitoring of Classified Substitutes for 195 day fiscal year rule, as per Education Code; identification of Certificated Substitute for potential 75% status to initiate required notice; set-up and maintenance of Laid Off (LOP) Priority substitute data.

**DISTINGUISHING CHARACTERISTICS:**

Personnel Technician, Substitute Services' knowledge and capabilities encompass personnel and payroll, as well as a thorough understanding of how the Automated Substitute Finder (ASF) System and Substitute Pay processing interfaces with understanding of how the Automated Substitute Finder (ASF) System and Substitute Pay processing interfaces with disciplines within various departments such as Budget, Payroll, Technology Services, School Sites, and system software vendors. Personnel Technician, Substitute Services may perform as a team leader on special projects as assigned by supervisor and in coordination with Sub Pay Committee meetings. In this mode, the Personnel Technician, Substitute Services acts as technical resource to provide direct guidance to ASF/Sub Pay users and is routinely responsible for providing technical, analytical, accurate, detail oriented data to users on a day to day basis. Provide Substitute Office cross training and guidance to Personnel Technician II staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Set up and maintain Substitute Personnel/ Payroll data in Automated Sub Finder system and other data systems, to initiate required employee identification number, update of substitute system calendar tracks, job positions, skill levels, availability, personal data, sites, certifications, reasons, restrictions, pay steps and pay rates, substitute profile updates, based on new substitute hiring and requested changes and updates from existing substitutes. **E**

Perform Sub Pay Essential Functions related to substitute pay, hours, shift changes, long term daily rate reports, payroll exceptions, lunch deduct, specialized programs, yearly roll-over process, add on codes, pay cycles, exception reports, set up, resignations, terminations and substitute releases. **E**

Perform complex, detailed, and accurate computer functions using the district's personnel/ payroll system; operate and understand personnel system functions to assure that data entered into the system interfaces accurately with Payroll, Budget, Technology Services, Sites, and system vendors. **E**

Balance and resolve complex Substitute Management system discrepancies in person, on phone or via remote computer access; reconcile and analyze personnel/ payroll information. **E**

Perform tasks that will improve the efficiency and effectiveness of staff that will use the application system. Assist in the identification of areas that may benefit from improvement, perform part of the analysis to develop improvement strategies, and then implement part of those strategies in a team environment. **E**

Maintain constant contact with school site/ department personnel to support substitutes working in required positions; analyze, and maintain records regarding various substitute pay rates and all other personnel actions affecting pay or substitute employment status. **E**

Develop, design, and maintain substitute database systems; track Summer School, Children Center, Special Education, and deep cleaning custodial programs, and all other information associated with the personnel/ payroll system. **E**

Validate confirmed receipt of pre-employment paperwork requirements, clearances, New Employee Orientation attendance and credential verification prior to employment set up in Personnel/ Payroll system according to district standards. **E**

Provide detailed and technical information; provide personnel training to sites and departments; explain policies and procedures at Orientations, Training Seminars, and School Office Manger meetings. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applications, substitutes, School Office Managers, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, provide cross-training for other employees, cooperate with others, participate in meetings and work groups, and support the goals and objective of the district and as assigned by supervisor. **E**

Attend Substitute Pay Committee meetings to provide technical Substitute Office support. **E**

Maintain communication link with Substitute Management system vendor to troubleshoot discrepancies, promote system software enhancements and expand use of the Substitute Management system. **E**

Print substitute applications and credential verification to forward to Supervisor for applicant screening. **E**

Conduct pre-employment processing and New Employee Orientation; employee authorizations, clearances, and user set-up and access on substitute system. **E**

Provide the necessary and required substitute trainings for the various substitute employee classifications; Automated Sub Finder System, Substitute and Resource Guide, OSHA, and seminars. **E**

Assist with the development and implementation of training resources for all users of the Substitute Management system. **E**

Issue secured security access to Administrators and School Office Managers for use of ASF system. **E**

Forward applicable Substitute reports to Supervisor, as requested, for various HRS reporting purposes and to analyze for Substitute staffing recruitment and hiring needs. **E**

Obtain authorized HRS and budget approval for Extra Help, Classified Substitute requests. **E**

Monitor designated timeframe in which each substitute does not work in order to terminate or remove from Substitute pool to ensure active substitutes are available to work. **E**

Provide ongoing reports to School Office Managers and Administration a listing of active substitutes within requested classifications to support substitute job fill rate for late calls. **E**

Receive incoming substitute evaluation forms and forward to HRS Director for direction on issuance of warning letter or termination from substitute list with notification to Supervisor for applicant screening update related to Substitute Performance Evaluation and Substitute Release data. Restricts or blocks substitutes, as directed by HRS Director or Supervisor. **E**

Attend annual Substitute Conference to stay abreast of current trends and to continue networking with job a likes to promote system software enhancements a streamlining for customer service needs. **E**

Initiate reports for monthly review and eligibility for long term substitute pay, as per the collective bargaining agreement. **E**

Process import and export data elements accurately and in a timely manner so that personnel and payroll data is validated based on district guidelines and ISO procedures. **E**

Operate a computer, overhead projector, scanner, and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; learn and utilize computer database programs and other programs to produce reports and analyze data; operate standard office equipment. **E**

Adhere to district and contractual guidelines related to all aspects of personnel. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate’s degree, and five years increasingly responsible technical computer and human resources experience. California school district experience and Substitute Management System experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....85% Overall Score
- Excel.....85% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Substitute Management systems.
- District personnel policies and procedures related to certificated and classified employment.
- Methods and processes of statistical analysis and data reporting.
- State of California credential requirements and procedures.
- Applicable sections of State Education Code and other state and federal laws.
- Bargaining unit contracts, policies, and procedures.
- Payroll/personnel and understanding of system functions.

Operation of a computer, scanner, related software, and standard office equipment.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Oral and written communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Operations, procedures, specific rules, and precedents of employment processes and practices.  
 Health and safety regulations.

**ABILITY TO:**

Train system users and document step by step training resources of Substitute Management system.  
 Work early morning hours to support peak substitute needs at the school sites.  
 Proofread, spell check correspondence for accuracy and efficiency.  
 Perform complex assignments independently to meet schedules and timelines.  
 Learn, understand, and operate the electronic document management systems and applicant tracking software.  
 Work with computer systems and networks to perform a variety of specialized technical duties.  
 Learn, understand, and use database management programs.  
 Conduct research from a wide variety of sources; maintain records and prepare reports.  
 Research and analyze complex personnel-related information.  
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Communicate effectively, both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.  
 Maintain records and prepare reports.  
 Operate a computer, scanner, related software, and standard office equipment.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Multi-task and complete large volumes of work with many interruptions.  
 Lift light objects according to safety regulations.  
 Understand and work within scope of authority.  
 Work confidentially with discretion.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; fast paced work with deadlines; constant interruptions and high demand to multi-task and complete essential functions within stringent timelines. Maintain high regard for exemplary customer service.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; lift light objects.

**SAMPLE HAZARD:**

Contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Ken A. Forrest, Chief Business Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date