



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Human Resources Clerk

Established date: 6/22/2021

GENERAL PURPOSE

Under general supervision performs a variety of responsible technical human resources duties; assists in one or more technical human resources functions including screening and processing substitute applicants; dispatching substitutes and filling emergency requests for substitutes; maintaining substitute records; providing training and orientation; recruitment, selection, and records management and maintenance. This position is directly responsible to the Assistant Superintendent of Human Resources.

DISTINGUISHING CHARACTERISTICS

A Human Resources Clerk performs office, clerical, and administrative support functions ranging in difficulty from routine to moderately difficult that require knowledge of District policies, procedures, and operations. Assigned work requires the use of judgment in selecting appropriate procedures, identifying and responding to student and parent issues, and solving routine to non-routine problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Assists the Human Resources Department in completing a variety of tasks (e.g. alphabetize, organize, and file; type/print letters and forms; data entry; update forms in a PDF fillable format; retrieve, sort and distribute department mail; prep and scan personnel files; administer staff badges; sort distribute staff uniforms; etc.) to support office operations; completing necessary tasks in an efficient and timely fashion.
2. Assists with substitute process (e.g. recruitment, onboarding, long term substitutes, schedules orientation, reasonable assurance etc.) to comply with all established guidelines.
3. Assists with intern and volunteer onboarding process.
4. Dispatches district substitutes (e.g. call, email, etc.) to ensure staffing coverage at school sites daily.
5. Maintains automated substitute calling systems (e.g. enters and updates employee data, etc.) to ensure the accuracy of information.
6. Reconciles substitute payroll information (e.g. timecard audits, rate of pay, shifts, account code, etc.) to ensure the accuracy of payroll records and employee pay.
7. Responds to same day/emergency requests for substitutes to provide immediate staffing for classroom coverage.
8. Assists with entering/updating employees in all human resources systems.
9. Assists and schedules interviews for filling positions, assembles interview packets with rating forms, generates reply letters/invitations to applicants and advises candidates of results.
10. Participates in meetings and workshops to gather and/or disseminate information required to perform job functions.
11. Assists with completion and submission of employment verification forms and requests as necessary.
12. Assists with employer response forms for unemployment insurance claims and submits to the County as necessary.
13. Assists with administering classified proficiency exams, grading, and disseminating test scores to applicants and surrounding districts.
14. Assists with ensuring that all employees are compliant with mandatory training.

15. Assists with maintaining personnel records and ensuring that all licenses, certificates and special requirements are valid by sending reminders and following up with district employees.
16. Assists with preparing Board items as related to substitute recruitment.
17. Performs other related duties as assigned to ensure the efficient and effective functioning of the department.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office methods, procedures, practices, terms and equipment used in a personnel office.
2. Word processing, spreadsheet, database, Internet and e-mail computer applications.
3. English usage, spelling, grammar and punctuation.
4. Standard record keeping and filing system procedures.
5. Basic research methods.
6. Business office telephone techniques and etiquette.

Ability to:

1. Learn the laws, rules, regulations and policies governing employment.
2. Understand, interpret and apply complex rules, regulations, procedures and policies.
3. Perform a variety of technical duties related to the processing and employment of classified or certificated personnel.
4. Work independently using sound judgment and discretion in a wide variety of situations to provide quality customer service.
5. Carry out oral and written instructions, and plan, organize and prioritize work.
6. Compose and edit routine correspondence independently.
7. Operate various office and specialized equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, database, internet and e-mail software.
8. Maintain confidentiality of information.
9. Work effectively, efficiently and cooperatively in a busy modern office environment.
10. Communicate effectively with a wide variety of audiences both orally and in writing.
11. Effectively and efficiently maintain accurate records and files.
12. Establish and maintain effective interpersonal relationships using tact, patience and courtesy.
13. Perform basic mathematical calculations accurately.

Education, Training and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent and at least one year of responsible experience in clerical or administrative support; or an equivalent combination of training and experience. Experience in a school district is preferred.

Experience managing a substitute management system is highly desirable.

Licenses; Certificates; Special Requirements

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, and fingerprinting required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms, and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied individuals.

WORK ENVIRONMENT

This position is subject to frequent and regular interruptions. The employee is also regularly called upon to listen, hear and speak, to exchange information with staff, teachers and the public.

The employee works in an office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Administrative Support Workers
Bargaining Unit:	CSEA
Probationary Period:	6 months