

Job Summary: Under general supervision of the Human Resources Director, performs a variety of tasks to facilitate the hiring of new certificated and classified staff, maintain employment records, calculate and adjust salaries, maintain collective bargaining agreements, and inform employees and administrators of employment rights, responsibilities and human resources policies, procedures, and practices.

Essential Job Functions:

- ▶ Interview clients and staff on the telephone and in the office regarding routine matters for the purpose of furnishing desired information, referring calls to the proper source, or to arrange an appointment with the Human Resources Director.
- ▶ Compose letters, memorandum, reports, bulletins, contracts, job announcements, flyers, and other written correspondence for the purpose of providing information to staff, job applicants, and the public.
- ▶ Process and maintain files, records (health and life insurance benefits, worker's compensation, employee absences, seniority, fingerprint and TB clearances), employee calendars, job descriptions, personnel data, collective bargaining agreements for classified and certificated personnel and programs for the purpose of maintaining permanent employment records.
- ▶ Compile and process surveys and reports from various data sources, requests for purchase orders, newspaper advertisements, and time sheets for the purpose of completing requests for information.
- ▶ Maintain and update substitute teacher/aide lists for the purpose of facilitating the calling of substitute teachers and aides.
- ▶ Compute and adjust monthly salaries for all personnel for the purpose of assuring salary payments are correct.
- ▶ Notify accounting of all new hires, leaves of absence, and terminations for the purpose of assuring salary payments are correct.
- ▶ Distribute and process employment papers, tuition reimbursement claims, collective bargaining agreements, and necessary forms to employees and substitutes for the purpose of informing employees and maintaining required employment records.
- ▶ Verify employment orally, or in writing, for the purpose of completing requests for information for mortgage lenders and prospective employers.
- ▶ Facilitate the employment process including job announcements, applications, paper screening, interviews for the purpose of hiring new staff.
- ▶ Provide orientation for all new certificated and classified employees for the purpose of informing new employees of their rights and responsibilities according to law and office policies.
- ▶ Evaluate transcripts for the purpose of placing certificated staff correctly on the salary schedule.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
perform difficult and responsible secretarial work
make mathematical calculations with speed and accuracy
use computer for word processing, data entry, and spreadsheet applications
- ▶ **Knowledge of:**
rules and regulations of the credentialing and hiring process is preferred
office methods, practices, and procedures
personnel law and practices
public relations
records management
- ▶ **Ability to:**
learn and apply school district procedures, rules, and regulations
compose correspondence independently
understand and carry out oral and written directions
maintain cooperative relationships with those contacted in the course of work

Education and Experience Required:

- ▶ Bachelor's Degree in Organizational Leadership, Business, or Public Administration plus 1 year experience in Human Resources; OR Associate's Degree plus 3 years experience in Human Resources; OR High School Diploma plus 5 years experience in Human Resources with increasing responsibilities

Other Specialized Requirements:

- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office techniques, tools and procedures.

FLSA: Non-exempt

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If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should *immediately contact the school site administrator* and/or Human Resources at 559.733.6306. A copy of TCOE's Uniform Complaint Policy and Non-Discrimination Policy are available upon request.