

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: STAFFING TECHNICIAN, Grade 52

DEFINITION:

Under general supervision, leads the day-to-day certificated and classified substitute and temporary assignment staffing function to ensure that all substitute and temporary assignments are effectively staffed to meet student, program, and/or department needs. Performs a variety of specialized and confidential human resource clerical and technical activities related to recruitment, selection, monitoring, records and systems maintenance. Trains substitute and departmental staff regarding proper processes and systems use.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Monitors daily requests for substitute assignments and deploys the substitute pool as needed to ensure that qualified candidates fill all substitute assignments.

Administers the automated substitute management system and/or personal contact with candidates to confirm that substitute assignments are staffed; performs automated system configuration and operations, including yearly changes to classifications, locations, and calendars to ensure optimal functioning of the system.

Maintains accurate and detailed records in the automated substitute management system for applicable job classes; maintains accurate and detailed records for substitute assignments not handled directly by the automated substitute management system.

Conducts recruitment-related activities to bolster the quality and quantity of candidates including sub pools for classifications regularly requiring substitute assignments; plans and implements recruitment strategies for candidate searches; implements recruitment plans including arranging for facilities, equipment, advertising, informational materials, and other details.

Implements the applicant examination process, including but not limited to, scheduling candidates, arranging rater panels, copying and collating examination materials, and summarizing exam results.

Solicits from and provides information to employees, job applicants, and the general public regarding personnel-related functions such as recruitment, examinations, classification, benefits, medical data, employee records, and human resources policies and procedures.

Prepares and places job announcements and advertisements; prepares examination and interview materials; administers examinations; prepares and updates eligibility lists and certification forms.

Prepares and distributes a variety of human resources forms, job announcements, lists, correspondence and other materials related to assigned personnel functions including letters to applicants regarding interviews, test results, agendas, and insurance forms.

Proctors selection examinations, including: checking candidate's identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and that instructions are being followed, collects and accounts for test booklets and materials used in the examination.

Collaborates with County Office department, school office, and Human Resources staff regarding substitute pool recruitment, planning, usage and personnel procedures; confer with staff to ensure proper understanding of all substitute and temporary assignments, and other routine substitute staffing needs.

Trains substitute pool candidates and employees in the proper use of the automated substitute management system; troubleshoots systems and/or user issues.

Refers any substitute-related performance issues to management, and assists with research, analysis, communications, etc. as instructed.

Receives, reviews, and processes substitute and temporary personnel application documents; ensures compliance with selection procedures and County Office documentation requirements for all personnel.

Audits personnel records and the automated substitute management system for accuracy, and reports or resolves data errors and/or inconsistencies according to established departmental procedures.

Prepares and distributes routine and special reports and communications regarding a variety of operational issues, including but not limited to, substitute assignment fill rates, substitute usage, and absenteeism.

Attends and participates in meetings and activities related to substitute and temporary personnel recruitment, training, orientation, and enrollment.

Assists other members of the Human Resource Services department with related duties as necessary.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification and employment

Statistical and spreadsheet software applications and web based human resources management computer applications, including substitute management systems

Modern office methods, practices and procedures

Intermediate to advanced desktop computer operations and office software applications including Outlook, Word, Excel and PowerPoint

Effective recordkeeping systems and procedures
Proper English grammar, punctuation, and sentence structure
Principles of customer service and support
Merit System provisions of the California Education Code
Federal, state and local laws, regulations, guidelines, policies and procedures pertaining to human resources management
Qualitative data gathering techniques

ABILITY TO:

Think critically and analytically
Communicate effectively and persuasively orally and in writing
Plan, organize and complete routine human resources projects with minimal delay and unnecessary complications
Facilitate group idea building and decision-making meetings
Attend to fine details of work content, work steps and final work products
Focus keenly on needs and expectation of customers and establish and maintain long term mutually productive relationships
Respectfully guide and influence customers, clients and candidates to understand outcomes of the Merit System
Represent the division and the SDCOE in a polished and professional manner
Model communication and interaction that respects all individuals
Learn to effectively interpret, apply and explain appropriate laws, codes, rules, regulations and policies
Plan and conduct routine recruitment and examination activities
Prepare and present routine reports and analyses
Operate standard office equipment including personal computer and related software applications
Work effectively independently and as part of a team with minimum supervision
Organize and prioritize work
Exercise appropriate judgment in making decisions
Maintain confidentiality of information
Demonstrate attendance sufficient to complete the duties of the position as required

CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the availability of private transportation or the ability to provide transportation to and from urban and rural school/worksites is required.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience equivalent to five years of human resources and/or staffing agency experience related to recruitment, selection, onboarding, and automated substitute management systems. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules and regulations.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT: Office environment

PHYSICAL REQUIREMENTS:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hand and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
06/2015	June 10, 2015	9/2018	Non-Exempt		52