

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: STAFFING SPECIALIST, HUMAN RESOURCES I/II

BASIC FUNCTION:

Coordinates the day-to-day operations of the Resource Support Services Unit for the Santa Clara County Office of

Inputs and maintains a variety of official employment records in a personnel filing system and the Human Resource Information System (HRIS); establishes and maintains official personnel records and files for substitute and non regular personnel including, but not limited to, credentials, academic units, employment authorization forms, separations, status changes, and performance assessments; maintains confidentiality for sensitive information

Collaborates with Payroll and program staff to ensure the accuracy of electronic timesheets; ensures appropriate approval authority is reflected in system setup; researches and troubleshoots issues as they arise to meet established deadlines.

Receives, reviews, and processes substitute and non-regular personnel employment documents; ensures compliance with selection procedures; and audits employment forms for accuracy; correcting submitted data as needed

Establishes, prepares, and distributes routine and special reports, charts, and tables to monitor employee absenteeism, substitute usage; provides substitute work data for unemployment insurance; establishes and maintains databases to track mandated information including, but not limited to, credential/permit expiration, TB expiration, mandated vaccine requirements and substitute sick leave eligibility; assigns and tracks mandated compliance trainings

Confers and meets with program managers, school office staff, unemployment insurance representatives, and human resources staff regarding substitute personnel recruitment, planning, usage, and personnel procedures; works closely with Human Resources and Payroll staff to ensure all substitute and regular staff information is reported correctly into the HRIS system.

Serves as an expert resource to program managers, regular employees, substitute personnel and applicants regarding employment procedures, position qualifications, and substitute calling system operations

Distributes employment application forms to interested job seekers as needed; explains employment procedures and position qualifications; responds to inquiries and disseminates information; schedules substitute employment candidates for orientation and employment processing.

Researches and analyzes employment history and salary records to respond to employment verification requests or other specific inquiries

Trains and orients newly hired regular employees and substitute staff in instructional program operations, employee policies and procedures as well as the operations of the automated substitute calling and electronic timecard systems; develops and prepares training guides, manuals, maps, materials as needed

Fingerprints substitute employment candidates, and other persons seeking employment credentialing or licensing; operates Live Scan equipment; prepares invoices and collects appropriate fees

Assists program managers and human resources administration in obtaining substitutes for summer school and other extended assignments

Collaborates with departments within the SCCOE and external partners to ensure successful delivery of services.

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

Operates a desktop computer, fax machine, copier, printer, and other peripheral and standard office equipment in the course of assigned functions

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF

