

**Job Summary:** Under the supervision of the Assistant Superintendent, performs a variety of tasks to facilitate the hiring of 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:**

- Routinely interact with candidates and employees to disseminate information regarding human resource matters.
- 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.
- Oversee the onboarding process for all new hires including entering employees into the business information system.
- Calculate and adjust employee's monthly payroll for: new hires, change of positions, leaves, terms and negotiated increases to assure salary payments are correct.
- Notify appropriate internal staff 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 other employee forms to maintain accurate employment records.
- 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.
- Compose documents such as: letters, reports, contracts, job announcements and other written correspondence for the purpose of providing information to staff, job applicants, and the public.
- Compile and process surveys and reports as directed.
- Assist with employment verifications.
- Evaluate transcripts for the purpose of placing certificated staff correctly on the salary schedule.
- Perform other related duties as assigned.

**Skills, Knowledge and/or Abilities Required:**

- Maintain confidentiality of employee records and information.
- Perform complex clerical work.
- Make mathematical calculations with speed and accuracy.
- Accurately code, post, check and/or verify detailed information/data.
- Use computer for word processing, data entry, and spreadsheet applications.
- Tulare county office of education policies and procedures.
- Rules and regulations of the credentialing and hiring process is preferred.
- Office methods, practices, and procedures.
- Personnel law and practices.
- Public relations.
- Record management.
- 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:**

- Associate Degree plus 2 years of experience in Human Resources; OR
- Bachelor's Degree and 1 year of Human Resources experience; OR
- Master's Degree in Organizational Leadership or related field

**Other Specialized Requirements:**

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

**FLSA: Non-exempt**

**November 2022**

The Tulare County Office of Education prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics in any program or activity.

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.