

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Human Resources Data Clerk	REPORTS TO:	Director, Classified Personnel
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
ISSUED:	October 9, 2007		

BASIC FUNCTION:

Review, update and process all certificated and classified employee personal data and employee job assignment information into the district's database system; contact employees, supervisors, administrators, site personnel and other district staff to resolve discrepancies and/or clarify information and assisting in the training of new personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Compile data from a variety of sources related to employment data for the purpose of complying with financial, legal and/or administrative requirements. **E**

Inform employees or applicants district policies and procedures regarding employment rules and regulations, salary rules and salary placement and/or employee calendars/work schedules for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else if appropriate. **E**

Maintain a variety of employee/employment databases, spreadsheets, documents and procedures related to employment and employee assignment information for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements. **E**

Prepare a variety of reports (e.g. annual state and federal reports regarding classified and/or certificated personnel; annual/on-going employee calendars/work schedules; leave of absence, recruitment packages, etc.) for the purpose of providing documentation and information to others. **E**

Process all certificated and classified employee personal data and employee job assignment information into the district's PeopleSoft database for the purpose of maintaining employment database and ensuring employment history integrity. **E**

Research employee assignments and job history for the purpose of determining employment dates as it relates to classification seniority, service credit, stipend date, base evaluations and step increments. **E**

Respond to written and verbal inquires from a variety of internal and external sources for the purpose of providing information, facilitating communication among parties and/or providing direction. **E**

Run and review routine audit reports for the purpose of making corrections as necessary to ensure employee job and employment data integrity. **E**

Support assigned administrative personnel for the purpose of providing assistance with their administrative functions. **E**

Work with Payroll and Benefits Departments for the purpose of resolving employee compensation and employee job data issues. **E**

Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from high school and three years of recent, full-time, paid office-clerical experience including the application of established personnel rules and regulations in a public or large private organization. Experience using a human capital management data system such as PeopleSoft is preferred.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic math, including calculations using fractions, percents, and/or ratios.
- Pertinent employment policies, rules, and regulations.
- Office methods and procedures
- Business telephone etiquette.
- Reading and writing English communication skills.

ABILITY TO:

- Prepare and maintain accurate records.
- Operate standard office equipment utilizing pertinent software applications.
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others.
- Understand complex, multi-step written and oral instructions
- Schedule activities and/or meetings.
- Gather, collate, and/or classify data.
- Use basic, job-related equipment.
- Work with others in a variety of circumstances.
- Work with data utilizing defined but different processes.
- Operate equipment using standardized methods.
- Work with a diversity of individuals and/or groups.
- Work with data of varied types and/or purposes.
- Utilize job-related equipment.
- Identify issues and select action plans.
- Independently interpret guidelines.
- Maintain confidentiality.
- Establish and maintain effective working relationships.
- Work with detailed information.

Adapt to changing priorities.

Work with frequent interruptions.

Work under limited supervision following standardized practices and/or methods.

Use resources from other work units.

WORKING CONDITIONS:

ENVIRONMENT:

This job is performed in a generally clean and healthy environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6090

PH