

SUPERVISING PERSONNEL CLERK

DEFINITION

Plans and supervises specialized personnel-clerical work in a moderately sized unit that involves independent responsibility for a major personnel-clerical operation.

TYPICAL DUTIES

Plans and supervises the day-to-day operations of a unit usually involving six or more employees engaged in personnel-clerical work related to the audit of assignment transactions; assignment and/or employment testing, recruitment, placement, and substitute assignment of District personnel; or the operation of a personnel unit in a District line organization.

Checks and corrects assignment errors or directs subordinates in resolving such errors.

Answers difficult calls referred by subordinates and applies and explains laws, rules, and procedures to administrators, employees, and the public.

Coordinates the work flow and procedures of an office, establishes and maintains filing systems, makes arrangements for various services, supervises timekeeping and related activities, and otherwise acts as the clerical office manager.

Acts as liaison in coordinating activities and information with other units and organizations.

Obtains and analyzes information about rules, payroll problems, personnel transactions, employee work history, and related matters.

Develops or assists supervisors in the development of work methods and procedures.

Selects, trains, and evaluates the performance of clerical subordinates.

Prepares reports and maintains control records.

Participates in the work of a unit performing specialized personnel-clerical work as required.

Operates a computer terminal to input and obtain data.

Composes letters, emails, and memoranda related to the unit's activities.

May act for higher-level personnel in their absence.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Personnel Clerk plans and supervises specialized personnel-clerical work in a moderately sized unit that involves major responsibility for personnel-clerical activities without immediate review by a higher-level clerical supervisor. Positions in this class are often responsible for general office management and usually have supervisory responsibility over six or more clerical employees.

A Principal Personnel Clerk is responsible for supervising and coordinating a variety of personnel-clerical activities of a major department. A Principal Personnel Clerk supervises a larger number of personnel in various units and coordinates more complex activities than a Supervising Personnel Clerk. Positions in this class also function as clerical office managers.

A Senior Personnel Clerk provides work direction to two or more clerical employees and participates in the work of a unit performing specialized clerical duties related to such personnel activities as recruitment, examination, processing, and placement of personnel, or to personnel activities in a District line organization.

SUPERVISION

General supervision is received from administrative or supervisory personnel. General supervision is usually exercised over six or more clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Education Code, Administrative Guides, Personnel Policy Guide, Personnel Commission Rules, collective bargaining agreements, procedural guides, and other sources of personnel policies and procedures governing a wide variety of District certificated, classified, and unclassified personnel transactions and activities
Various classes and categories of employment found in the District
Merit system and affirmative action principles and practices
Data processing codes and procedures related to District personnel transactions
Information needed to prepare, verify, and correct personnel documents and reports
Office management practices and procedures
Time reporting and pay procedures
Functions of various personnel and payroll offices
Organization and key personnel of the District
Personal computer operation
Microsoft Office Outlook, Word, and Excel

Ability to:

Supervise and coordinate personnel-clerical work
Compile clear, concise reports
Learn, apply, and explain rules, regulations, and policies
Devise and improve methods and procedures
Obtain and impart detailed information orally and in writing
Deal tactfully and effectively in contacts with administrators, employees, and the public
Work effectively under pressure
Keep information confidential
Maintain accurate records
Use computers with Microsoft operating systems and word processing and spreadsheet software

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management, computer usage, and supervision.

Experience:

Two years of personnel-clerical experience, preferably with the Los Angeles Unified School District.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.

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