

## SUPERVISING ASSIGNMENT TECHNICIAN

### DEFINITION

Supervises and audits the work of a major assignment unit that prepares assignment transactions.

### TYPICAL DUTIES

Organizes, coordinates, and supervises the work of a major assignment unit that typically performs the following duties (some positions perform these duties in accordance with Education Code, Personnel Commission, and other legal or negotiated mandates):

- Maintaining confidential eligibility lists and certifying eligibles to appointing authorities, making official job offers, and ensuring the rule of three ranks is adhered to for applicable classifications.
- Processing requests for assignment transactions, including the implementation of salary and retroactive compensation for non-routine requests for authorized legal actions such as reclassifications, reallocations, and salary differentials.
- Explaining assignment transactions and leave forms to administrators, employees, and the public.
- Processing and scanning documents related to assignment transactions such as appointments, reinstatements, reassignments, changes of location, transfers and transfer applications, work summaries/histories, promotions, demotions, leaves of absence, layoffs, separations, and retirement applications.
- Maintaining service folders, reemployment, eligibility, tenure, leave, transfer, substitute, and position-control documents; and other confidential personnel records.
- Auditing and researching District hire, contracts, seniority, reduction-in-force, and Out-of-District Administrators (ODA) dates.
- Processing work summaries and work histories by utilizing HRS, SAP, TAS, and microfiche.
- Interpreting coded and other information from rosters, microfiche, data processing reports, and other personnel records for the purpose of obtaining and verifying information, to determine history of assignment transactions, and resolving salary problems.
- Responding to inquiries regarding assignment-related issues such as salary, step level, and longevity.
- Certifying or delimiting employees with bilingual or longevity differentials.
- Placing employees on reassignments and substitute assignments; determining appropriate salary step placement or salary allocation; and requesting new examinations based on factors such as vacancies, number of provisional employees, and expiration dates of lists.
- Placing a high volume of Teacher Assistants, Instructional Aides, Educational Aides, Campus Aides, School Supervision Aides, Out-of-School Program Workers, Professional Experts, Community Representatives, Limited Contract Student Aide, Adult Education Teachers, and Early Education Teachers and Aides at schools before the onset of the instructional year.
- Processing off-basis employees for summer assignments.
- Verifying position control numbers for accuracy of job code, location, and budget.
- Processing extension of contracts by evaluating credentials, experience, and availability of position.
- Coordinating, monitoring, and auditing assignments that involve employment at multiple locations to verify that the combination of hours and job codes are recorded correctly and time is reported using the correct status and funds appropriation.

- Screening credentials and contracts for eligibility status and seniority or contract date.
- Monitoring the length of leave-to-higher assignments.
- Checking dates of concurrent assignments to ensure they are feasible and consistent with federal and State employment related laws and rules.
- Reviewing nepotism forms and updating and tracking I-9 Forms and working visas based on communications from United States Citizenship and Immigration Services (UCSIS) and initiating the separation process as necessary.
- Monitoring fingerprint and tuberculosis clearance, setting up appointments, processing paperwork, and notifying the Employee Relations Section of issues.

- May implement authorized actions such as separations and disciplinary actions.
- May implement abolishments, establishments, and reallocations of classifications.
- May provide work histories, status of the positions, status of the employees, and position control numbers for classification studies.
- May track eligibility status to determine which employees have passed the exams and/or need reassignments.
- Audits documents and data related to requested and completed assignment transactions for completeness, accuracy, and legality, utilizing Business Applications Supporting Education (BASE) functions.
- Canvases eligibility lists and assigns employees for substitute assignments and notifies operating departments when assignments must be reduced in hours or terminated.
- Reviews personnel records and reports to determine District-wide seniority calculations for implementing layoffs and other assignment purposes.
- Analyzes and/or participates in the resolution of complex, unusual, urgent, or especially sensitive assignment transactions.
- Explains the more difficult assignment transactions to administrators, employees, and the public.
- Assists District employees in maintaining position control.
- May resolve post-audit assignment errors to allow an employee to receive pay.
- May represent an administrator at meetings with District staff.
- May compose letters and memoranda related to assignment transactions.
- May generate reports for auditing and monitoring assignments.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Assignment Technician plans, supervises, oversees, and reviews a unit consisting of Assignment Technicians and clerical employees preparing assignment transactions, and audits and prepares the more difficult assignment transactions in accordance with federal and State employment related laws, rules, policies, collective bargaining agreements, procedures, and for some positions, Education Code, Personnel Commission, and other legal or negotiated mandates.

A Principal Assignment Technician is responsible for organizing, coordinating, and supervising and auditing the work of a large staff which consist of at least two units of Assignment Technicians and clerical employees in the preparation of assignment transactions and providing assistance to classified and certificated administrators regarding technical assignment policies and procedures. Some positions perform these duties in accordance with Education Code, Personnel Commission, and other legal or negotiated mandates.

A Senior Assignment Technician gives technical work direction and reviews the work of Assignment Technicians, assisting a Supervising Assignment Technician or a Principal Assignment Technician in managing a unit preparing assignment transactions.

## SUPERVISION

General supervision is received from a classified or certificated administrator. General supervision is exercised over Senior Assignment Technicians, Assignment Technicians, and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of rules of the Board of Education or Personnel
- Provisions of federal and State employment related laws, rules, regulations, policies, procedures, and collective bargaining agreements
- District job classifications and categories of employment found in the District
- Organization and functions of the District
- Merit system regulations and practices as they affect the selection and assignment of employees
- Time reporting and pay procedures
- Business Applications Supporting Education (BASE) data processing actions and procedures related to District assignment transactions
- Sources of information needed to prepare, verify, and correct personnel documents
- Office management practices and procedures
- Concepts of employee disciplinary processes
- Principles of supervision and training

### Ability to:

- Organize and supervise the activities of employees preparing assignment transactions with attention to deadlines
- Schedule and monitor work in order to meet important deadlines
- Apply and explain provisions of federal and State employment related laws, rules, procedures, data processing codes and collective bargaining agreements
- Recognize and evaluate problems related to processing assignment transactions
- Obtain and impart detailed information orally and in writing
- Deal tactfully and effectively in telephone and personal contacts
- Work effectively under the pressure of a heavy workload with frequent interruptions
- Compile numerical records and make arithmetic computations
- Keep accurate records and maintain files
- Type accurately
- Keep information confidential
- Understand payroll and data processing systems
- Operate a personal computer
- Use Microsoft Word, Excel, Outlook, and PowerPoint

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by two college-level courses in personnel or business administration or supervision.

Experience:

Three years of experience preparing District assignment transactions, preferably including six months of experience providing technical work direction. Completion of the Los Angeles Unified School District's Organizational Excellence Exceptional Supervisor Certificate Program is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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