

## **PERSONNEL / PROJECTS CLERK**

CL:CONF-2

### **DEFINITION**

Under direction of assigned administrator, performs a variety of data of technical and analytical data integration as it relates to the student information system, substitute system, and District employee database; Confers with district and site administrators and staff to provide support, documentation, data extraction, and reports for LCAP progress monitoring, coordinates with Business, State and Federal Projects, SARB Officer, Human Resources, Educational Services, Food Services, Special Education, school site Administrators and staff, in the collection and input of the data requirements, provide support, guidance and training to staff in the mandatory data input for state/federal accountability requirements, requiring independent judgment and discretion; This position may provide supplemental financial processes and clerical support to other District Office personnel as assigned by the District Superintendent and/or Administrative Assistant; This is a confidential position meaning any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions; performs a variety of data of technical and analytical data integration as it relates to State CALPADS and staff reporting mandates; Maintains and monitors on-line substitute management system and generates reports as necessary; Responsible for the submission and evaluation of the District's data in the student and staff information system as it relates to the California Longitudinal Pupil Achievement Data System (CALPADS), Performs essential job duties and responsibilities and other related duties as may be assigned.

### **DUTIES**

- Processes all workman's compensations records and claims;
- Maintains all substitute records and updates substitute teaching and/or classified lists for use by school sites;
- Maintains all files on applicants for positions in the district, Post job openings, and may be asked to provide support services to the Interviewing Committees;
- Assists with confidential support services in varying degrees during employee /employer relations;
- Maintains I.U.S.D. - personnel records on all interviews conducted in the district;
- Coordinates the use of demographics and test results fields in the student information system (SIS) to maintain high level of data input/output efficiency and accessibility;
- Operate a computer to input and extract data from automated information management, storage, and retrieval systems;
- Reconcile data between student information system and CALPADS system;
- Make necessary corrections or refers data to those responsible for submission for correction;

## IUSD – PERSONNEL/PROJECTS CLERK

- Provide details about data and data relationships to help prepare specifications for collecting, maintaining, and reporting information; provide ongoing reports to staff that are involved in CALPADS, assessments, accountability, Program Improvement, and substitutes;
- Use a variety of tools to monitor and evaluate data in the district's student systems;
- Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices, and procedures;
- Compile data and information and prepare and maintain a variety of records, logs and files for purposes of LCAP;
- Compile staff and student data and information and prepare and maintains a variety of records to comply with State and Federal mandates (Civil Rights Data Collection, Government Compensation Report, public records requests);
- Maintain files, source documents and related data for assessment and accountability purposes;
- Designs and lay out reports to meet the needs of LCAP, assessments, accountability, Program Improvement, and substitute accountability;
- May assist with the preparation of materials for Board agenda;
- Establish and maintain complex interrelated filing systems and records;
- Review and check documents, records, and related forms for accuracy, completeness
- Use technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve sophisticated data problems;
- Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc Reports;
- Work independently without direct supervision;
- Maintain certified State reports;
- Review reports and maintain records of expenditures;
- Compile information and prepares reports and studies for accountability purposes;
- Design and execute specialized complex queries using a variety of databases and software;
- Monitor the integrity of assessment databases;
- Assists administrative office personnel as directed;
- Assumes responsibilities, both confidential and general, of other administrative office personnel in their absence;
- Perform other related duties as may be required.

## **MINIMUM QUALIFICATIONS**

**KNOWLEDGE:** Computer use including operating systems, internet access and browsers, and related computer software; Operation of district student information system database systems, CALPADS system, and other Microsoft applications; Technology related to electronic submission of data to the CDE and other organizations; Modern office methods and procedures including the preparation of business correspondence and reports, filing,

## IUSD – PERSONNEL/PROJECTS CLERK

standard office equipment operation; Correct English usage, spelling, grammar and punctuation; Applicable state laws, District policies, procedures and other regulations governing the program or area of assigned responsibilities; Receptionist and telephone communications techniques when providing information to the public in person or on the telephone; General public relations.

**ABILITY:** Audit and reconcile data of more than average difficulty; Analyze and interpret state reports and provide feedback on methods to correct errors; Perform responsible clerical work of more than average difficulty, involving use of independent judgment; Independently make reports and keep difficult and confidential records; Compile complex statistical reports; Understand and carry out oral and written directions; Detect errors in printed output and troubleshoot query problems; Interpret an extensive variety of technical instructions; Ability to demonstrate skill levels necessary to operate district database systems and other Microsoft applications; Learn and utilize new and current technologies; Ability to quickly learn new programs at a proficient level; Ability to work under pressure, organize tasks, meet deadlines, and establish priorities; Interpret and apply District and departmental policies, laws, rules and regulations; Communicate clearly, both orally and in writing;

**EXPERIENCE:** Three (3) or more years of increasing responsibility supporting a specific purpose applications environment in a school district is preferred.

**EDUCATION:** Equivalent to graduation from high school and possession of the knowledge and abilities listed above. College level or technical training in data processing or related field preferred.

**LICENSES**  
**/ CERTIFICATES** May require use of personal automobile. If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

**Physical Demands:** Sitting (up to continuously); stand, walk. Bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard; mouse, handwriting, files and phone (continuously); lift/carry office

IUSD – PERSONNEL/PROJECTS CLERK

supplies up to 10 pounds (occasionally) and up to 30 pounds (infrequently)

**Working Conditions:** Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**NORMAL TERMS OF SERVICE**

Eight hours per work day, twelve months per year.

**IMMEDIATE SUPERVISOR(S)**

Assistant Superintendent  
Administrative Assistant

**REPORTING SUPERVISOR**

Administrative Assistant

**REVIEWING OFFICER**

Administrative Assistant