

STOCKTON UNIFIED SCHOOL DISTRICT
Human Resources Department

TITLE:	Human Resources Specialist - Absence Management	REPORTS TO:	Assistant Superintendent, Human Resources or designee
DEPARTMENT:	Human Resources	CLASSIFICATION:	Confidential
FLSA CLASSIFICATION:	Non-Exempt	WORK YEAR:	12-month (260 Days)
BOARD APPROVED:	05/13/2025	SALARY RANGE:	Confidential Salary Schedule Tier 4 / Range L

BASIC FUNCTIONS:

The Human Resources Specialist – Absence Management is responsible for the oversight and strategic administration of the District’s Absence Management System. This role ensures the accuracy, integrity, and compliance of absence-related data and processes across the organization. Working in close collaboration with assigned staff, the Specialist leads system audits, addresses escalated and complex issues, and provides expert guidance on system functionality and configuration.

This position requires advanced technical proficiency and strong analytical skills, with the ability to manage and optimize computer-based systems. The incumbent is responsible for downloading, validating, and interpreting large datasets, troubleshooting higher-level system discrepancies, and supporting the overall efficiency and accuracy of absence management operations. The Specialist provides direction to staff who assist end users, ensuring consistent service delivery and adherence to District policies, collective bargaining agreements, and applicable labor laws.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Superintendent, Human Resources or designee. Exercises lead direction and technical supervision over HR Operations staff.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

ESSENTIAL DUTIES:

- Provides lead direction to the Personnel Technician assigned to the Absence Management System desk. **(E)**
- Administer and manage the district’s Absence Management System, ensuring accurate employee and absence data. **(E)**

- Maintain system integrity through regular updates to employee profiles, work calendars, locations, job classifications, and substitute assignments. *(E)*
- Troubleshoot high-level Absence Management system issues, perform root cause analysis, and work directly with the system vendor and IT for resolution of escalated technical problems. *(E)*
- Audit system data and workflows to identify discrepancies, ensure accuracy of records, and maintain compliance with district policies and legal requirements. *(E)*
- Generate, extract, and analyze large datasets and system reports related to absenteeism, substitute usage, leave balances, and HR metrics; prepare summaries for review by HR leadership. *(E)*
- Configure and maintain system settings, templates, and rules in alignment with policy changes, union agreements, and workflow updates. *(E)*
- Collaborate with the Technology and Innovation Department on the design and implementation of system enhancements, updates, and integration with other platforms. *(E)*
- Assist in the development and communication of procedures, reference materials, and guidelines related to the use of the Absence Management System. *(E)*
- Provide guidance and oversight to staff responsible for end-user support and training; ensure front-line support aligns with district expectations and best practices. *(E)*
- Provides general administrative support for various Human Resources internal activities; coordinates and/or assists with special projects. *(E)*
- Assists with the development, updating, and implementation of HR policies and procedures; communicates policy changes and updates to HR Operations staff and provides training sessions as needed; identify training needs and coordinate professional development opportunities for staff. *(E)*
- Maintain confidentiality and handle sensitive employee data with discretion. *(E)*
- Perform general HR duties, including employee file maintenance, data entry, and support for HR projects. *(E)*

OTHER DUTIES:

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- HR procedures and leave administration.
- Frontline Absence Management or demonstrated ability to learn software quickly.
- Grammar, punctuation, and composition.
- Data entry and recordkeeping with attention to detail and accuracy.
- Effective communication and interpersonal skills.

Ability to:

- Maintain confidentiality and professionalism while dealing with sensitive employee information and situations.
- Train and support a diverse user base.
- Organize, prioritize, and plan ahead.
- Effectively operate a personal computer for the purpose of database management, data retrieval, and word/excel sheet processing.
- Effectively communicate both orally and in writing.
- Demonstrate positive personnel interaction and people skills.
- Occasionally travel to school sites for training or support.
- Occasionally work extended/flexible hours during peak periods.

Education and Experience:

High school diploma or equivalent required.

Associate's or Bachelor's degree in Human Resources, Business Administration, or related field preferred.

Minimum of 3 years of experience in Human Resources or absence/substitute management, preferably in a school district or public sector environment.

Experience using Frontline Absence Management System (formerly Aesop) or similar HRIS/leave management systems preferred.

License, Certifications and Other Requirements:

Fingerprinting through SUSD PD, Tuberculosis clearance.

WORKING CONDITIONS

Environment:

Indoor/Office Environment

Physical Demands:

Employees in this position must have/be able to:

- Hear and understand speech at normal levels and on the telephone with/without hearing aids.
- See and read a computer screen and printed matter with/without visual aids.
- Enter data into a computer terminal and operate standard office equipment with/without assistance.
- See, hear, and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders, and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs. at waist height for short distances.