

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Administrative Secretary to the Associate Superintendent for Human Resources

**DEPARTMENT/DIVISION:** Human Resources

### **POSITION SUMMARY:**

Under general supervision of the Associate Superintendent for Human Resources or his/her designee, performs a variety of duties relating to certificated/classified personnel. This position has been designated as a confidential position per SB 160. "Confidential Employee" means any employee who, in the regular course of his/her duties, has access to, or possesses information relating to, his/her employer's employer-employee relations.

### **ESSENTIAL FUNCTIONS:**

1. Serves as confidential secretary to the Associate Superintendent for Human Resources performing a variety of clerical and technical tasks.
2. Serves as a vital staff communications and public relations link through electronic, personal and telephone contact, frequently serving as liaison with staff and public.
3. Performs a variety of complex and specialized clerical personnel work in support of personnel programs and functions.
4. Composes correspondence, documents and reports from oral and written directions.
5. Composes meeting summaries after attendance at meetings and from oral and written directions.
6. Initiates confidential background reference checks on employees prior to employment.
7. Prepares analysis of legislation and other legal issues and distributes to District personnel on an as needed basis. Keeps informed on legislation and legal decisions affecting personnel procedures, as well as applicable laws and regulations, and recommends procedures to ensure compliance.
8. Organizes and prepares confidential materials related to certificated and classified personnel for presentation at meetings of the Board of Trustees
9. Obtains, interprets, and provides information to applicants and staff related to salaries and application procedures.
10. Determines and maintains evaluation schedule for all employees.
11. Assists in reviewing and revising as needed Human Resources division policies, regulations, and procedures. Prepares and distributes new and revised information from GAMUT to District personnel quarterly and on an as needed basis.
12. Coordinates and assists with employee recognition/awards programs.
13. Assists in implementing all aspects of the employee recruitment and selection process for ~~classified~~, certificated and management staff for the summer school and intersession programs.
14. Provides administrative support for community relations including informal and formal complaints and other matters related to human resources management.
15. Participates in the collective bargaining process and maintains confidentiality of sensitive negotiation and other personnel related information.

16. Provides administrative support for employer/employee labor relations including grievances, negotiations, progressive discipline and legal issues.
17. Assists in responding to procedural inquiries in matters relating to employee relations and in the interpretations and implementation of collective bargaining negotiations and agreements.
18. Gathers, reviews, and compiles information, prepares accurate and comprehensive reports and surveys for labor relations.
19. Updates administrators, supervisors and employees on various employment law and collective bargaining Master Agreement changes.
20. Promotes an effective and productive relationship with all levels of staff and with employee groups within the District.
21. Monitors the Peer Assistance and Review budget.
22. Maintains and updates Human Resources Department website on a regular basis.
23. Maintains and updates employee salary schedules for publication.
24. Assists in training new administrators.
25. Assists with and implements Sexual Harassment Training.
26. Serves as a back-up for other Human Resources staff on an as-needed basis.
27. Maintains regular and prompt attendance in the workplace.
28. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Five years of complex and responsible secretarial experience, including at least two years of secretarial experience in a school district is preferred.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of a high level of English usage, spelling, grammar, punctuation and vocabulary.
2. Knowledge of pertinent laws, rules and regulations governing school districts.
3. Knowledge of educational research methodology.
4. Knowledge of modern office methods, practices and procedures.
5. Ability to perform a variety of highly independent, complex and responsible secretarial, clerical and administrative support services requiring independent judgment with speed and accuracy.
6. Ability to complete projects and tasks with minimal supervision and direction.
7. Ability to communicate effectively with staff and the public, both in person and via the telephone or other electronic communication device, in a wide variety of situations.
8. Ability to learn and apply District rules, regulations, policies and procedures.
9. Must demonstrate strong organizational skills.
10. Advanced knowledge of a variety of computer programs, including word processing, data management, desktop publishing, graphics, and multi-media presentation programs.
11. Ability to type at a speed of 60 words per minute from clear copy.
12. Ability to communicate effectively both orally and in writing.
13. Demonstrate strong interpersonal skills.
14. Ability to make independent decisions and accurately interpret laws and practices.
15. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal or electronic device and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds.
8. Lift and/or carry up to 25 pounds at waist height for short distances.
9. Bend, squat, stoop and/or climb for extended periods of time.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District office staff and the public.

**SALARY:** LMH 14

**DAYS OF SERVICE:** 230

Board Approved: H.S. 9/28/94

Elem. 9/28/94

Revised: TUSD 3/27/01

Revised: TUSD 5/10/08

Revised: TUSD 11/20/15