

JOB DESCRIPTION

Title:	Administrative Assistant – Human Resources	Reports To:	Chief Human Resource Officer
Department:	Human Resources	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> AEA <input type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	Work Year:	261 days
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> CSEA 860 <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		

GENERAL SUMMARY OF DUTIES:

Under the direction and supervision of the Chief Human Resources Officer, the Administrative Assistant will perform a variety of complex, specialized duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; interpret policy and administrative regulations; provide for accurate and timely entry of data into various computer software programs; organize and coordinate the staff activities of the office; and perform other duties as required.

ESSENTIAL FUNCTIONS AND DUTIES:

These duties reflect the principle job elements and are not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Perform a variety of complex, specialized personnel, and business office administrative duties requiring excellent communication and organizational skills

**E – Essential Function*

- such as establishing and maintaining comprehensive personnel, business and legal files and transaction records. *E*
- Utilize specialized knowledge and independent judgment involving frequent and responsible public contract. *E*
 - Assist the Chief Human Resources Officer by researching, compiling and preparing background materials and information for Board, Cabinet and Staff meetings. *E*
 - Provide for accurate and timely entry of a variety of data into various computer software programs. *E*
 - Support collective bargaining negotiations, including the coordination of confidential reports and notes used in negotiations and related labor matters. *E*
 - Prepare and type letters, forms, records, reports, bulletins, handbooks, statistical reports and other documents; duplicate a variety of materials. *E*
 - Prepare correspondence, memoranda and reports, including privileged and highly sensitive material. *E*
 - Effectively establish, monitor and maintain appropriate calendar(s) of activities, events, appointments, conferences and meetings. *E*
 - Ensure incoming correspondence are efficiently received, sorted, routed and, in the case of routine matters, promptly responded to. *E*
 - Receive and screen phone calls and visitors; schedule appointments and provide information as requested and direct inquiries and visitors to the proper person or office; make phone calls to request or provide information as directed. *E*
 - Provide technical information concerning policies and procedures; interpret program policies, rules and procedures to assist staff at school sites and the public. *E*
 - Attend meetings, take notes, prepare minutes and maintain records of meetings, including regular, special, and Subcommittee meetings of the Board of Education as necessary. *E*
 - Create departmental purchase orders and authorize payment in accordance with departmental procedures. *E*
 - Calendar, prepare, edit and post HR Board items as directed. *E*
 - Prepare various analytical, advanced technical and highly complex reports and documents. *E*
 - Operate a computer to enter, update, and access a variety of records and information into various computer software programs; operate various other office equipment. *E*
 - Provide administrative support to Human Resources administrators and department staff when necessary. *E*
 - Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor’s Degree or any combination of education, training and/or experience equivalent to eight years of relevant experience.

DESIRED:

- Previous experience as an Administrative Assistant in human resources or a public school district preferred.

**E – Essential Function*

KNOWLEDGE AND SKILLS:

- Knowledge of general goals and purpose of public education.
- Ability to plan, organize and prioritize work to meet schedules and timelines.
- Ability to establish rapport and maintain positive and collaborative working relationships.
- Ability to speak clearly and communicate effectively on a one-to-one basis for the purpose of obtaining information or in a group setting.
- Ability to exercise tact and judgment in meeting and dealing with sensitive, complex, and confidential personnel issues.
- Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
- Ability to logically grasp and think through issues and problems.
- Ability to analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions and work independently with little direction.
- Use new technology and find ways to apply technology to tasks to increase speed, quality, or create new capabilities.
- Strong writing and editing skills using correct English, grammar, spelling, and punctuation with attention to detail.
- Ability to multi-task to complete work accurately and as directed with many interruptions.
- Ability to work evenings to assist with time sensitive tasks, which may extend beyond the 8 hour work day.
- Understand the operational characteristics, services and activities of a comprehensive Human Resource program.
- Proficient with Microsoft PowerPoint, Excel, Word, and Outlook.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond promptly to request of internal and external clients, provide needed direction, assistance, training, materials, and resources.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2

**E – Essential Function*

Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	3		Perform Repetitive Hand Motions	4
Use Left Hand	3		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

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**E – Essential Function*