

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **PERSONNEL ADMINISTRATIVE ASSISTANT**  
Department: Personnel Office  
Reports to: Assistant Superintendent of Personnel Services

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#### **SUMMARY:**

Under the direction of the Assistant Superintendent of Personnel Services, the Personnel Administrative Assistant is responsible for confidential information and records in the areas of negotiations and other Personnel Department matters. The Administrative Assistant classification performs specific duties related to the functions of the Personnel Department. This is a confidential classification that assists in the development of District negotiation positions and the analysis of union proposals and alternatives.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs administrative, technical and clerical duties.
- Prepares board meeting agenda items for Personnel Department.
- Prepares letters, reports, bulletins, agendas, memoranda; may compose independently (or from oral instructions).
- Maintains files and records; compiles and prepares reports. Operates office equipment, including adding machines, copiers and district software programs.
- Keeps inventory of department supplies, property and purchase orders, coordinates orders.
- Coordinates correspondence with Schools Insurance Group, CDE, and PCOE for Personnel department.
- Converses with and furnishes information to outside agencies, principals, and other personnel throughout the district at all levels and with the public in general.
- Provides support to Assistant Superintendent of Personnel Services throughout the employee bargaining process.
- Respond to inquiries and concerns of district management, faculty, staff, students and members of the community.
- Research policy and legal issues and write reports. Prepare draft documents such as letters, resolutions and agreements on related legal issues.
- Examines, verifies, and organizes a variety of records and reports including budget documents.
- Receive, process, facilitate, and disseminate information between the department and other departments, district representatives, and the general public; maintain the confidentiality of sensitive information; ensure timely responses.
- Perform a variety of complex tasks related to labor relations and personnel management.
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendars; reserve facilities; collect and compile information for meetings, projects and workshops.
- Assist administrator by performing research and special projects for selected events/program.
- Performs varied and responsible secretarial duties to assist in the processing and completion of administrative operations
- Receives complaints and may initiate action to resolve the problem or refer to appropriate person.
- Compiles and computes statistical data and other technical material for routine reports as required.
- Assists in coordinating communications within and outside the District regarding human resources functions.
- Provides backup assistance for Personnel Department in accomplishing a variety of duties as needed.

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- Receive visitors in person including administrators, staff, parents and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the administrator or others as necessary; provide detailed information concerning operations, activities, schedules, laws, rules, regulations, policies and procedures.
  - Plans, organizes and prioritizes own work to meet deadlines and accomplish assigned tasks within established time lines.
  - Assists with design and maintenance of Department webpage as required.
  - Receive, sort and distribute mail; open mail and compose responses independently as appropriate; prepare and distribute informational packets and bulk mailings as directed.
  - Perform a variety of clerical accounting duties as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting data; balance and reconcile assigned accounts and budgets.
  - Process documents to complete employment, termination, payroll and benefit processes for employees; verify accuracy of requisitions received and make changes as needed.
  - Schedule and participate in new employee orientation sessions; provide pertinent information regarding employment with the District.
  - Perform other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree required, plus two years experience preferred.

**OTHER SKILLS and ABILITIES:**

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound record keeping procedures; proficient in Microsoft Office applications, English usage, spelling, grammar and punctuation; ability to operate common office machines including personal computers, facsimile machines and printers. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Meet the public tactfully and courteously and answer questions correctly. Compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

**CONFIDENTIAL STATUS:**

Cases or confidential district matters are not to be discussed by the Administrative Assistant under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, government and education codes, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

**MATHEMATICAL SKILLS:**

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Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to create and interpret graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***