

HUMAN RESOURCES ASSISTANT

Classification: Administrative - Central Office

Location: District Office

Reports to: Human Resources Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The HR Assistant is responsible for performing a broad range of human resources functions under the guidance of a human resources administrator. Human Resources functions may include, but are not limited to position control, recruitment, application processing, on-boarding, employee records management, entry and maintenance of data to the HR and payroll systems, employment reporting, employee and supervisory assistance, and work calendars.

Part II: Supervision and Controls over the Work:

Serves under the direction and guidance of a human resources administrator. Is held responsible for results in terms of effectiveness in administering assigned areas of responsibility. Work of the HR Assistant is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, compliance with state and local regulatory agencies, collective bargaining agreements, and with direction of the HR executive.

Part III: Major Duties and Responsibilities:

Performs some or all of the following duties with a relative degree of independence seeking the guidance and direction of the HR administrator for more difficult or complicated situations.

1. Human Resources: May perform a variety of human resources functions to support the department in the following areas:

- a. Position Control: Responsible for entering and assuring accuracy of data entered into the HRIS system. Assists users in access to and application of system information.
- b. Recruitment: May participate in recruitment activities for vacant positions or anticipated vacancies. May develop recruitment materials and process recruitment inquiries.
- c. On-Boarding: May prepares materials. Processes ID badges for all new hires. May establish initial personnel file and assure accuracy and completeness of documents. Enters employee information into the human resource management information systems.
- d. Customer Service: Receives phone, electronic, and personal inquiries from employees, applicants, supervisors, and other visitors to the HR office. Gains an understanding of the inquirer's needs, identifies resolution of the need and provides direct assistance if possible, and refers to other staff who can respond to the need when not personally able to address the issue. May prepare customer communications to provide employment information. Such communications may be hard copy, electronic, or web-based.
- e. Records Management: May maintain employee records to include new hire documents, and other required records and/or forms. Tracks various personnel records requirements.
- f. Reporting: May maintain data and prepare reports and budget input as required by the district and the state and federal government. Reports may be complex and require extreme accuracy to prevent a negative impact on programs and budgets.
- g. Work Calendars: May create and manage classified employee work calendars to ensure compliance with CBA and ensures accurate coordination with the payroll system to ensure proper payment to staff, and specifically in the coordination of leaves management.
- h. Leaves Administration: May assist with the processes of Family Medical Leave (OFLA/FMLA) requests, to include determining eligibility, and ensuring program compliance with federal and state laws, union contracts, HIPAA and District policy. Documents and communicates the status of employee requests. Responsible for follow-up on all documentation for compliance purposes.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Bachelor's degree or equivalent; or, Associate's Degree or equivalent and two years of progressively responsible human resource administrative experience.
- One year experience processing OFLA/FMLA paperwork, to include determining eligibility and ensuring federal and state compliance. Experience with processing confidential paperwork may substitute for this requirement.
- Strong understanding of "customer-centered" support and the ability to establish effective working relationships at all levels of the organization.
- Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
- Strong oral and written communication skills.
- Skill at conflict resolution and ability to effectively communicate and interact with customers who may be emotionally upset, demanding, or angry.
- Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.
- Knowledge and skill in the effective use and application of office technology, internet technology, and database systems and to maintain a high level of data accuracy and reliability.

Part V: Desired Qualifications:

1. Experience in a public school or public employment setting.
2. Bilingual and bicultural skills in such common languages to the District (to be determined by the specific position).

Part VI: Physical and Environmental Requirements of the Position:

- The physical demands and work environment 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 the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.