



Excellence for all.

Job Title: Human Resources Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of an assigned supervisor and/or assigned designee, performs a variety of clerical duties in support of human resources activities and transactions; prepares, maintains, processes and verifies various personnel data, forms, records and documents; provides information and assistance to District personnel, job applicants and the general public regarding personnel functions; maintains confidentiality of privileged and sensitive information; exercises independent judgment.

Distinguishing Characteristics:

The Human Resources family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. These differences are distinguished by the level of responsibility. The Human Resources Assistant is the entry-level position in the Classified Human Resources Department.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Provides clerical support for the Human Resources office; answers phones; performs recruitment and new hire processing functions; screens callers and greets visitors.
- Provides information on personnel policies, rules, regulations, and union contracts; assists employees with questions or problems.
- Responds to inquiries and assists District employees and the public concerning matters related to position vacancies, employment and promotional opportunities, examination and hiring processes and schedules, personnel transactions, and other areas of human resources.
- Prepares and distributes recruitment announcements; receives, processes and qualifies applications; tracks and files applications; serves as test proctor for written testing of applicants; grades and tabulate results of exams; prepares for oral exams and tabulates results; prepares eligibility lists; notifies candidates of test results; contacts other school districts and individuals to serve as panelists for interview panels; sends letters of confirmation; greets and briefs panelists; sends follow-up thank you letters; schedules final interview; prepares letters and interview materials as directed; initiates notices of employment; participates in new employee orientation and processes new employees; requests employment verifications for new employees.
- Assists in evaluating college transcripts; works with County personnel to monitor credential renewals and updates; assists in monitoring certificates, permits, and license renewals and updates.
- Sets up and maintains personnel records; searches files in response to information requests compiling necessary data and information as necessary; processes fingerprints and other records. Initiates and distributes status notices for changes and additions for employee personnel records, updates personnel records.

- Input and update a variety of employee, recruitment and other data and information in an assigned computer system; maintain automated employee files and records.
- Communicate with District personnel, outside agencies and the public to exchange information.
- Prepares, monitors, and updates a variety of forms, reports, bulletins, records and purchase orders; processes unemployment claims and verification of employment forms; prepares status notices, changes in classification, leave of absences and other actions; updates records.
- Obtains substitutes on an as needed basis for schools and District Office.
- Assists with set-up and preparation for meetings.
- Serves as Human Resources Specialist as needed.

Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Modern office practices, methods and procedures including filing systems, records, and maintenance procedures.
- General human resources office functions, practices, and procedures.
- Telephone techniques and etiquette.
- Record-keeping and filing techniques.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Computer applications and applicable word processing software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Principles of good employee/public relations.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform a variety of clerical duties in support of human resources activities and transactions including recruitment, substitute placement and new hire processing functions.
- Learn personnel procedures and practices.
- Learn applicable sections of the State Education Code.
- Learn, interpret, apply, and explain pertinent laws, regulations, union contracts, and policies especially those affecting classroom personnel.
- Perform clerical work with accuracy, speed, and a minimum of supervision.
- Maintain the security and confidentiality of specified records and information.
- Compose routine correspondence.
- Make arithmetic computations with speed and accuracy.
- Communicate effectively both orally and in writing.
- Work effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Meet schedules and timelines.
- Operate standard office equipment.

- Analyze situations accurately and adopt an effective course of action.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through graduation from high school and two years of general clerical experience including some work with human resources functions. Successful completion of the Merit examination process is required.

Working Conditions:

Environment: Office environment. Constant interruptions.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Seeing to read a variety of materials. Sitting or standing for extended periods of time. Seeing to read a variety of materials. Bending at the waist, kneeling to crouching to file materials. Lifting light objects.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 120

Adopted by Personnel Commission: February 2000

Revised/Reactivated: 4/26/2017; 6/21/2017; Standard Education/Exp language 9/27/17

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