



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Administrative Secretary of Human Resources/ CONFIDENTIAL

PRIMARY FUNCTIONS:

Under the direction of the Assistant and/or Associate Superintendent of Human Resources; perform a variety of technical, clerical, and secretarial support functions; serve as official record keeper for the District negotiations process; in support of functions assigned coordinate the overall operations of the assigned office. The holder of this position is designated a “confidential employee” because of related duties involving employer/employee relations.

REPRESENTATIVE DUTIES:

- Serves as confidential secretary to the Assistant and/or Associate Superintendent for Human Resources performing various clerical and technical tasks.
- Performs a variety of complex and specialized clerical personnel work in support of personnel programs and functions.
- Gathers, reviews, and compiles information, prepares accurate and comprehensive reports and surveys for labor relations.
- Participates in the collective bargaining process and maintains confidentiality of sensitive negotiation and other personnel related information.
- Updates administrators, supervisors, and employees on various employment law and Collective Bargaining Agreements changes.
- Provides administrative support for employer/employee relations including grievances, negotiations, progressive discipline, and legal issues.
- Serves as a vital staff communications and public relations link through electronic, personal, and telephone contact, frequently serving as liaison with staff and the public.
- 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.
- Coordinate the overall operations of the assigned office; design and implement office records and filing systems.
- Obtain and provide information to staff and the public where judgment, knowledge, and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility.
- Assist in reviewing and revising as-needed Human Resources division policies, regulations, and procedures. Prepare and distribute new and revised information from GAMUT to District

personnel quarterly and on an as-needed basis.

- Provides administrative support for community relations including formal complaints and other matters related to human resources management.
- Perform a variety of activities related to the assigned departmental or support services office; provide services which affect District-wide programs and services.
- Take and transcribe dictation from direct dictation or from an automated transcribing system; and type a variety of materials including those of a confidential nature; take and transcribe minutes from meetings of a variety of committees and groups; compose meeting summaries.
- Compose, prepare, and assemble materials such as routine correspondence, documents, reports, and agenda items and research, collect and compile statistical, financial, or other diverse and specialized information.
- Review and check documents for completeness, accuracy, and conformance with applicable rules/regulations and procedural requirements
- Assist in responding to procedural inquiries in matters relating to employee relations and in the interpretations and implementation of collective bargaining negotiations and agreements.
- Assist in setting work priorities and preparation of performance evaluations.
- Lead the work of office staff; provide training and technical leadership and direction as necessary; assure that established procedures are carried out efficiently; serve as a resource person for other district secretarial and clerical staff.
- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.
- Coordinate and schedule appointments, arrange meetings and make travel arrangements; oversee the master calendar as assigned; attend meetings as assigned; screen visitors and phone calls.
- Receive mail and identify and refer matters in order of priority.
- Promotes an effective and productive relationship with all levels of staff and with employee groups within the District.
- Perform related duties as assigned.
- The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- Principles and practices of training and providing work direction to others.
- Pertinent laws, rules, and regulations governing school districts.
- Educational research methodology.
- Agenda preparation and distribution techniques.

- Modern office practices, procedures, and equipment.
- Letter and report preparation techniques.
- Data management.
- Storage and retrieval systems.
- Receptionist and telephone techniques and etiquette.
- High-level English usage, grammar, spelling, punctuation, and vocabulary.
- Computational methods.
- Advanced knowledge of a variety of computer programs, including word processing, data management, desktop publishing, graphics, and multimedia presentation programs.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform a variety of highly independent, complex, and confidential responsible clerical secretarial, and administrative support services requiring independent judgment with speed and accuracy.
- Complete projects and tasks with minimal supervision and direction.
- Prepare, review, and distribute agendas as assigned.
- Analyze difficult and sensitive situations and adopt an appropriate course of action.
- Communicate effectively with staff and the public in person and by telephone or other electronic communication devices, in various situations.
- Compose correspondence and other narrative material.
- Assemble and compile data/information and prepare reports.
- Must demonstrate strong organizational skills.
- Learn and apply district rules, regulations, policies, and procedures.
- Make independent decisions and accurately interpret laws and practices.
- Operate a variety of office equipment including microcomputers, computer terminals, word processors, and transcription equipment.
- Type at a speed of 60 words per minute from clear copy.
- Take direct dictation at 80 words per minute and transcribe accurately, or transcribe data from an automated transcribing system with speed and accuracy.
- Demonstrate strong interpersonal skills including oral and writing.
- Ability to make decisions and accurately interpret laws and practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school including or supplemented by training in business office management and four years of increasingly responsible secretarial experience performing a wide variety of duties.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment; occasional contact with dissatisfied individuals; fast-paced environment; frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal, hearing and speaking to exchange information and to make presentations, sitting or standing for extended periods of time, bending at the waist, reaching overhead, lifting, pulling, pushing items, reading various documents, and seeing to read, analyze and review complex data.

This position complies with the rules and regulations of the Americans with Disability Act (ADA).

Board Approved: 12/17/2024