

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Administrative Assistant, Human Resources

(Confidential Employee)

DEFINITION:

Under the direction of the Assistant Superintendent, Human Resources, the Administrative Assistant, Human Resources assists in the planning, organization, and administration of the Human Resources department; serves as an assistant to the Assistant Superintendent, Human Resources, providing relief from administrative and clerical detail; performs complex and specialized clerical and technical functions; does other related work as appropriate and required.

ESSENTIAL DUTIES:

- Assists in the planning, organization, and administration and coordination of the District's Human Resources department, including direct assistance for the Assistant Superintendent .
- Receives, processes, facilitates, and disseminates information between the department and other departments, district representatives, and the general public; maintain the confidentiality of sensitive information; ensure timely responses.
- Assures timely communications between assigned office and district employees; resolve issues as appropriate; refer difficult situations to the administrator.
- Creates, produces, and disseminates correspondence, reports, bargaining updates, brochures, publications, etc.
- Posts vacancies as directed; manages candidate applications; answers inquiries regarding vacancies and hiring procedures; facilitates interview scheduling, paperwork, and closure with candidates not hired.
- Performs a variety of complex tasks related to labor relations, negotiations and personnel management.
- Prepares information for District bargaining unit negotiations and maintains appropriate meeting records.
- Coordinates District's compliance with Affordable Care Act provisions, including tracking of measurement and stability periods and issuing required notifications to all employees.
- Prepares and maintains updated staffing lists, employee emergency contact information, and employee directory.
- Assists with coordination of District online communications, including the web page or other online/social media outlets.
- Coordinates, schedules and attends a variety of meetings; prepares and sends out notices of meetings; maintains appointment calendars; reserves facilities; collects and compiles information for meetings, projects and workshops.
- Coordinates and/or directly prepares Board of Education agenda items.
- Interprets, communicates and applies District rules, procedures, and policies.

- Assists in executing and monitoring District's communications plan.
- Coordinates all office functions for the department such as supply purchasing, employee attendance, organizing for meetings, maintaining office equipment and/or coordinating services.
- Maintains central filing system.
- Plans, coordinates, and organizes office activities and flow of communications.
- Serves as a resource person on personnel procedures, rules, and regulations.
- Notifies employees of TB clearance requirements, monitor compliance, and coordinate testing clinic.
- Coordinates and organizes trainings and staff development as directed.
- Composes and compiles reports in accordance with oral and written instructions.

OTHER REPRESENTATIVE DUTIES:

- Participates in job-related or District trainings as required.
- Provides back-up support to other department personnel, including but not limited to substitute coordination, credentials, worker's compensation and insurance.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic School District functions, policies, rules and regulations.
- Modern office methods, practices, procedures including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment usage including proficiency in multiple software data management systems and Microsoft Office Suite, including Word, Excel and Power Point.
- California Education Code as it relates to certificated and classified personnel.

Ability to:

- Learn, interpret and apply District policies, law, rules and regulations.
- Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties
- Perform highly responsible and complex secretarial and clerical work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
- Compose correspondence independently.
- Take notes at meetings and conferences and transcribe into clear and concise reports and minutes.
- Establish and maintain cooperative relationships with administrators, teachers, other employees, and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
- Understand and carry out complex oral and written instructions.
- Use correct English usage, spelling, grammar, and punctuation.

- Use a computer to manage the district personnel management software, perform clerical tasks and maintain records.
- Meet schedules and timelines.

Experience:

Minimum of four years of responsible executive or administrative secretarial experience including one year in a lead capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or formal training in business office procedures and management, organization and supervision, and related technical skill areas at the community college level.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office work environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and/or move up to 15 pounds, occasionally lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds with assistance.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures functions and limitations of assigned duties