

**CLASS SPECIFICATION
Human Resources Assistant**

GENERAL PURPOSE

Under general supervision, performs a variety of responsible technical and administrative duties in support of the District's human resources programs for certificated and classified staff; prepares and maintains personnel records, files and reports; provides a variety of assistance in the recruitment and employment processes for the District; provides information and assistance in person and on the telephone to District staff and the public regarding personnel matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Assistant is a paraprofessional technical and administrative support class in the District's human resources class series. Incumbents perform assignments of varying difficulty in carrying out recruitment, testing, employment processing, employee substitution, status changes, employee separation programs and supporting other human resource areas. Incumbents are expected to perform job assignments without close supervision using knowledge of District policies, practices and procedures learned through experience.

Human Resources Assistant is distinguished from Human Resources Technician in that incumbents in the latter class independently perform more difficult and complex administrative and technical human resources duties and assignments in support of classified and certificated human resources programs

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs a wide variety of responsible personnel and administrative support duties related to classified and certificated recruitment, selection, employment processing, employee substitution, testing, status changes and separation.
2. Provides information and assistance in person or on the telephone to District staff and the public regarding a variety of personnel matters and personnel regulations, policies and procedures; with guidance, interprets policies, procedures and regulations for District management, administrators, staff and the public
3. Assists with and participates in conducting recruitment processes and procedures; prepares recruitment packets; places advertisements for substitute, classified and certificated personnel; places ads in appropriate media; prepares and posts position openings and flyers on the District employment opportunities bulletin board and other sites; prepares applications, forms and other required

documents for the employment process; contacts department managers, administrators and other staff to obtain information and reviews for compliance with education code and labor contract provisions; responds to applicant and candidate questions regarding the District's employment process and procedures; orders and maintains recruitment and promotional materials and supplies.

4. Reviews applications for completeness, compliance and eligibility; makes recommendations for employment; contacts interview panel members and schedules interviews for qualified candidates; verifies references and background information by phone and mail; enters applicant information into databases; prepares oral questions and written examinations as required; assists with applicant testing processes including administering and scoring examinations and translating testing materials and answers; maintains pools of qualified candidates; generates notices and correspondence to applicants and candidates; drafts employment offers.
5. Assists and participates in new employee processing; assembles new hire orientation packages; coordinates and schedules new employee orientations; schedules new employees for fingerprinting and physical examinations; assists in preparing new employee contracts; ensures completeness and accuracy of applications and tracks completion and results of required medical testing; generates correspondence to new employees.
6. Types, formats, revises, prints and distributes a variety of correspondence, memoranda, calendars, requests, forms, contracts, agreements, lists, reports and other documents according to established policies, procedures, regulations and laws; types from rough notes, drafts, and brief oral instructions; composes routine memoranda and correspondence; enters and revises data in District and County systems and other databases and generates records and reports; collects, verifies accuracy and compiles data from multiple sources.
7. Maintains confidential employee personnel files and records; maintains employee performance evaluations, transfer requests and other documents; reviews and processes employee information and statistical reports; tracks and notifies employees of health testing requirements; pulls and stores employee files for retired and separated employees.
8. May assist a Human Resources Analyst in coordinating substitute employment processes and the SubFinder system; may update the SubFinder system.
9. May act as department receptionist; greets and directs visitors to appropriate staff member; operates a private branch exchange switchboard to receive, screen and direct incoming calls; maintains telephone lists; answers questions and provides information to staff and the public as requested.
10. Performs a variety of office administrative and clerical duties; photocopies documents; opens, screens and distributes mail and correspondence; sends and receives faxes; orders office supplies; prepares print requests and purchase orders; coordinates bulk mailings; maintains office equipment; shreds documents; takes ID photographs and prepares employee ID badges.

OTHER DUTIES

1. Assists department management and staff with special projects as needed.

2. May compile information and prepare District and school site calendars; may enter calendar information into the District's system.
3. May assist in preparing responses to salary surveys; provides classification and compensation information to other organizations.
4. May participate on applicant interview panels.
5. Receives, logs and distributes employee subpoenas and summons.
6. Prepares and distributes memorandum to school sites regarding noon-aide lists and day counts.
7. May maintain and update the District's website and post new employment openings on the website; updates District telephone job line as needed.

QUALIFICATIONS

Knowledge of:

1. Basic practices and techniques of public personnel administration, including recruitment, testing and selection programs.
2. Basic methods and practices of public personnel administration applicable to a school district.
3. Federal, state and local laws and regulations applicable to assigned responsibilities.
4. Basic data-gathering and analysis techniques.
5. Principles and practices of public administration, including maintenance of public records.
6. Principles and practices of sound business communication; correct English usage, including spelling and grammar.
7. Standard business software, including word processing, spreadsheets and graphics.
8. Operations and requirements of the District's human resources information system.
9. Record-keeping and filing practices and procedures.
10. Principles and practices of customer service and telephone etiquette.
11. District human resources policies and procedures and labor contract provisions

Ability to:

1. Operate a computer using word processing and other business software and other standard office equipment.
2. Type accurately at 40 WPM.
3. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.

4. Interpret, apply, explain and reach sound decisions in accordance with District and department rules, policies, procedures and labor contract provisions.
5. Understand and follow written and oral instructions.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise and accurate reports, correspondence and other written materials.
8. Organize and maintain confidential and specialized files.
9. Work confidentially with discretion.
10. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
11. Establish and maintain effective working relationships with District management, administrators, staff, applicants and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and three years of increasingly responsible office administrative experience that provides familiarity with recruiting, interviewing and other human resource management practices.

Licenses; Certificates; Special Requirements:

None.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, administrators, staff, applicants and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work under typical office conditions, and the noise level is usually quiet.

Board Approval 10/16/2014