Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Group: Confidential Manager
FLSA Status: Exempt
Salary: Column E

JOB TITLE: Executive Assistant – Human Resources (Classified Staff) **REPORTS TO:** HR Director

GENERAL DUTIES SUMMARY:

The Executive Assistant to the Human Resources Department for Classified Staff provides advanced, confidential administrative support with a focus on classified employee functions. This includes pre-employment processing, position control, salary placements, onboarding, and compliance with labor contracts. The role serves as a liaison between Human Resources, Payroll, Business, school sites, and department leaders to ensure that classified staffing and personnel processes are accurate, timely, and compliant with district policies and regulations.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Administrative & Executive Support

- Provide executive-level support to the HR Director.
- Coordinate calendars, schedule meetings, prepare agendas, and maintain documentation for classified staffing and labor matters.
- Draft, proofread, and distribute professional correspondence, reports, school board policies and presentations.

Pre-Employment & Onboarding

- Process pre-employment requirements for classified staff, including background checks, reference verification, I-9, and required training.
- Prepare and distribute employment contracts, new hire packets, and onboarding materials.
- Ensure classified employee records are complete, accurate, and securely maintained.

Position Control

- Maintain accurate position control records for all classified and hourly staff positions.

- Perform annual rollover and maintenance of HR account systems, including the cleanup of outdated or inactive records.
- Create, update, and reconcile positions in collaboration with Business and Payroll.
- Monitor staffing allocations and budgeted FTE; ensure all positions are authorized, correctly funded, and aligned with district staffing plans.
- Provide regular position control reports to HR leadership and Business for staffing, auditing, and budget forecasting purposes.

Salary Placement & Compensation

- Process salary placements for new hires and promotions in accordance with collective bargaining agreements and district salary schedules.
- Review and update step movement, longevity pay, and other pay-related adjustments.
- Process the reclassification of individual employee positions.
- Engage is the annual group job review process for classified positions.
- Prepare salary recommendations and reports for board approval.

HR Records & Data Systems

- Maintain and update HRIS, applicant tracking systems, and position control software (e.g., Skyward, Power Schools, or equivalent).
- Generate reports for staffing levels, vacancies, seniority, and classified evaluations.
- Ensure compliance with personnel records retention policies and labor laws.

Compliance & Labor Relations

- Interpret and apply classified collective bargaining agreements in coordination with HR leadership.
- Assist with compliance matters such as job reviews and mandated trainings.
- Prepare documentation for grievances, arbitrations, or labor relations meetings as assigned.

Project Coordination & Department Support

- Support HR-led initiatives including professional development, employee recognition events, and classified staff engagement activities.
- Coordinate logistics for HR-related committees, hearings, or board meetings.
- Assist in preparing reports for audits, labor negotiations, and district/state/federal compliance submissions.

Marginal Duties and Responsibilities:

- Support HR records management projects such as archiving, scanning, or purging files.
- Help coordinate classified staff appreciation events, recognition programs, and retiree receptions.
- Assist in preparing newsletters, bulletins, or HR informational postings for classified employees.
- Provide logistical support for district trainings, orientations, and workshops (sign-ins, handouts, room set-up).
- Provide backup to the Licensed HR Executive Assistant during absences or high-volume periods.
- Occasionally assist with onboarding support for licensed or temporary staff if classified duties are light.
- Help route employee inquiries to appropriate HR team members.
- Assist with special HR projects (e.g., surveys, equity initiatives, or community job fairs).

- Run district mail, errands, or courier duties as needed.
- Providing backup support to the License HR Executive Assistant or other HR team members during peak times, vacations, or absences.
- Supporting special projects such as policy manual updates, surveys, or training session logistics.
- Updating and maintaining HR web pages, bulletin boards, or informational postings.
- Other duties as assigned

QUALIFICATIONS:

Minimum:

- Proficiency with HRIS, financial/position control systems, Microsoft Office, and Google Suite.
- Strong analytical skills and ability to reconcile staffing records with budget allocations.
- High attention to detail, accuracy, and organizational ability.
- Excellent written and verbal communication.
- Ability to maintain confidentiality and exercise discretion in sensitive matters.
- Knowledge of employment law, classified bargaining agreements, and district personnel policies.
- Independently compose routine correspondence without supervision.
- Be responsible for the development and maintenance of record keeping and filing systems.
- Show the ability to understand modern bookkeeping principles and practices
- Make independent decisions in accordance with established policies and use initiative and judgment to accomplish tasks and responsibilities with general instructions and guidance.
- Plan, organize and complete work in a timely fashion.
- Uses good judgment, courtesy, and tact when working with the staff or the public and addressing problems effectively.

Preferred:

Education/Training

- Associate's or Bachelor's degree in Human Resources, Business Administration, or related field.
- Completion of coursework or certification in human resources, payroll, or public administration. HR certification (e.g., pHCLE, eHCLE, SHRM-CP or the like).

Experience

- Prior HR experience in a K-12 public school district or educational institution.
- Experience with unionized environments and applying collective bargaining agreements.
- Background in position control, staffing allocations, or budget reconciliation.
- Experience supporting senior-level administrators or executive leaders.

Additional Attributes

- Bilingual or multilingual skills (especially in Spanish or languages widely spoken in the district).
- Familiarity with Oregon Labor Law and state reporting processes.
- Knowledge of employment law and labor compliance.
- Ability to adapt to changing laws, policies, and district needs while maintaining accuracy and timeliness.

EDUCATION and EXPERIENCE:

- High school diploma or equivalent required.
- 3–5 years of progressively responsible administrative or HR experience, preferably in a school district or public sector setting.
- Possess or the ability to obtain HR certification (e.g., pHCLE, eHCLE, SHRM-CP or the like)

WORKING CONDITIONS:

The physical demands 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.

- Office-based role with frequent interaction across HR, Payroll, Business, and school sites.
- Some off-site work (eg. job fairs) requires frequent interaction and standing.
- Requires extended periods of sitting, data entry, and handling confidential information.
- Climbing up and down step stool, reaching overhead, bending under desks, and twisting from the
- waist
- Lift and move without assistance 5-10 pounds frequently; 10-20 pounds occasionally.
- This is a very busy work environment with constant interruption of assignments by phones or visitors, in a semi-open work area.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Agreement between Tigard-Tualatin School District 23J and the Confidential/Manager group.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____