



CLASSIFIED
Job Class Description

Equal Employment
Opportunity

HUMAN RESOURCES PERSONNEL ASSISTANT

DEPARTMENT/SITE: DISTRICT OFFICE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1)

LEVEL: Range 32

WORK YEAR: 12 Months

REPORTS TO: ASSISTANT SUPERINTENDENT,
HUMAN RESOURCES

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Education effective: 09/08/2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Assistant Superintendent of Human Resources, perform a variety of specialized clerical and record keeping functions; maintain automated and manual confidential records and files; work in an environment requiring heavy public contact providing information and assistance on personnel matters.

DISTINGUISHING CHARACTERISTICS

The Human Resources Personnel Assistant performs a variety of generalized duties in the recruitment, screening, selection, and processing of new personnel, record keeping, and other human resources related office tasks and functions. The Human Resources Personnel Assistant performs a variety of specialized, complex, confidential and detailed functions and duties in support of the Assistant Superintendent, Human Resources.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Provides information on personnel policies, procedures, and recruitment and selection process.
- Establishes, maintains, and audits personnel records and files to ensure compliance with policies.
- Maintains an automated database of personnel records, including employee demographic and assignment details.
- Assists in the preparation of employment announcements.
- Reviews employment applications for completeness and compliance within established selection requirements.
- Assists with credential renewal and registrations.
- Uses a personal computer in the preparation of correspondence, bulletins, employment activity listings, logging applications and a variety of other documents.
- Operates and provides training on use of an automated substitute system.

- Processes employee leave paperwork and updates leave system.
- Coordinates certificated substitute coverage with school site personnel.
- Monitors substitute evaluations, contacting administrators and informing supervisors when necessary.
- Verifies long term substitute credentials for compliance with assignment.
- Compiles information and prepares a substitute handbook.
- Processes new employees including substitutes and walk-on coaches.
- Schedules employment interviews and organizes interview materials.
- Sorts and distributes mail.
- Receives employment applications and maintains application files.
- Compiles reports either manually or from the computer.
- Monitors probationary periods and performance evaluation due dates.
- Schedule classified new employee orientation.
- Serves as receptionist for the District Office, greeting visitors, providing information and assistance.
- Performs general clerical functions including filing, copying, data entry, checking and recording information.
- Prepares letters to applicants.
- Proctors written employment examinations.
- Supports the Superintendent's office, as needed.
- Copies and distributes job announcements.
- Maintains TB list and INS authorization expiration.
- Maintains physical and drug test verification, submit to accounting as required.
- Maintains online recruitment postings.
- Perform other functions, duties and tasks related to the class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Customer service skills
- Human resources office functions, practices, and procedures
- Principles, techniques, procedures, terminology involved in the recruitment, screening, selection, classification and processing of new personnel
- Modern office practices, procedures and equipment
- Proper use and operation of a telecommunications system; proper telephone techniques and etiquette
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Principles of office management and organization
- General goals of public education
- Computational methods
- Correct English usage including grammar, spelling, punctuation and vocabulary
- Interpersonal skills including use of tact, patience and courtesy
- Basic first aid

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Perform various tasks with speed and accuracy
- Establish and maintain a variety of complex and sensitive files and records

Ability to:

- Perform a variety of specialized duties related to human resources office functions independently and effectively
- Serve as a technical resource to employees regarding personnel functions, activities, and requirements
- Establish and maintain manual and automated employee records and files
- Analyze difficult and sensitive situations and adopt an appropriate course of action while maintaining discretion and confidentiality
- Understand and carry out oral and written instructions
- Prepare announcements for job openings and place advertisements
- Distribute, screen and process employment applications and other personnel-related documents and activities
- Assemble and compile data/information and prepare reports
- Operate a variety of office equipment including computers, fax machines and copiers
- Meet schedules and timelines
- Complete work with many and frequent interruptions
- Establish and maintain cooperative and effective working relationships with others
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three years clerical/general office experience including one year of experience in a personnel office, preferred.

LICENSE(S) REQUIRED:

Possession of a valid California Driver's License.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid certification
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- **Environment:** Work is performed primarily in a standard office setting.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.