

HUMAN RESOURCES ASSISTANT

DEFINITION

Under general supervision, performs specialized and difficult clerical, record keeping, and computer duties in an assigned area where experience, independent judgment, and analysis of data is required; performs complex duties in technical areas of the Human Resources Department; performs related work as required.

CLASS CHARACTERISTICS

Positions in this class are characterized by the independent performance of specialized work requiring knowledge of a specific aspect of the general personnel functions of the district. Incumbents organize and administer the selection procedures for employees, supervise the certificated substitute teacher assignments or input confidential information into the computerized personnel database. Incumbents are expected to analyze numerical data and prepare reports. Positions must maintain effective contacts with a heavy volume of public, staff, and/or administrative personnel.

EXAMPLES OF DUTIES

Prepares examination materials including written and performance tests; arranges for panel members and provides written materials for oral interviews; sets up final interviews with the appointing authority, and communicates with candidates. *E*

Reads examination instructions; distributes examination materials to candidates; explains and answers questions concerning the routine examination procedures and releases confidential information to authorized persons. *E*

Plans, lays out, and performs a wide variety of personnel clerical, record keeping, and computer input duties including applicant lists, maintaining eligibility lists, recruitment announcements, new employee processing documents, and credentials. *E*

Monitors the automated substitute teacher calling system; solves daily problems in finding appropriate substitutes for teacher absences; communicates with site staff regarding status of needs. *E*

Requests and processes employee requisitions; communicates with school staff regarding vacancies, absences, and replacement needs. *E*

Processes new employees, ensuring that all documents are submitted correctly and signed appropriately; receives and processes applications for employment; prepares and inputs data for submission to Payroll. *E*

Performs a variety of clerical work such as typing, posting, answering phones, maintaining files, supervising bulk mailing, and relieving on switchboard. *E*

Examples of Duties (cont.)

Communicates using tact and diplomacy with Payroll, Information Services, and site staff to ensure compliance with department procedures.

Maintains a variety of confidential and sensitive records such as seniority and longevity lists and salary data. *E*

Operates standard office equipment; enters data into computerized personnel/payroll system.

Maintains employees files; orders and files employee processing forms.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office equipment, procedures, and practices;
2. Effective public relations;
3. Principles of word processing;
4. English usage, spelling, grammar, and punctuation;
5. Basic math;
6. Personal computer and job-related software programs;
7. Interpersonal relations skills using tact, patience, and courtesy;
8. Fundamentals of time management;
9. Recordkeeping and filing system techniques, and statistical reporting

Ability to:

1. Read, understand, interpret, and explain a wide variety of policies, rules, and regulations to others;
2. Operate standard office equipment, personal computer, word processing equipment using related software;
3. Meet the public with tact and courtesy both in person and on the telephone;
4. Communicate effectively both orally and in writing;
5. Exercise judgment and discretion in the absence of supervisors;
6. Perform mathematical calculations quickly and accurately;
7. Establish rapport with and understand the concerns of candidates from a variety of ethnic and socio-economic backgrounds and disabilities;
8. Research, retrieve information, construct, and create links to web sites using the Internet;
9. Efficiently plan, prioritize, organize, and perform clerical work, involving judgment, maturity, and accuracy with little supervision and meeting deadlines;
10. Organize and maintain filing and record systems and prepare summary activity reports;
11. Keyboarding with accuracy at an acceptable speed;
12. Understand and carry out oral and written instructions;
13. Establish and maintain effective relationships with those contacted in the course of work;
14. Maintain work pace appropriate to given workload.

**EDUCATION**

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

**EXPERIENCE**

Three years of increasingly responsible clerical work involving the maintenance of detailed records and demonstrating responsibility for solving work-related problems effectively.

**WORKING CONDITIONS**

**Environment:**

Indoor work environment.

**Physical Abilities:**

Dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; hearing and speaking to exchange information in person or on the telephone; clarity of voice to give oral presentations; seeing to read, review, and analyze data.

Revised: 1/2006