
Position:	Human Resources Assistant II	FLSA:	Non-exempt
Department/Site:	Human Resources	Salary Grade:	15
Reports to/Evaluated by:	Manager of Human Resources	Salary Schedule:	Classified

SUMMARY

Provides advanced clerical and secretarial support to human resources functions such as classification, compensation, employee services, discipline, and training.

DISTINGUISHING CAREER FEATURES

The Human Resources Assistant represents the first in a multiple level career ladder governing human resources programs. Advancement potential exists to Technician with demonstrated competency at coordinating a full range of human resources program support and services for a defined population of staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives and screens telephone calls and inquiries, providing information and/or referring caller to appropriate individual(s) and/or organizational unit(s) for response.
- Greets visitors, staff, and the public, responding to questions about employment and general information.
- Prepares reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents in support of human resources functions.
- Researches, responds to, or refers employees' questions about personnel policies and procedures, including those found in collective bargaining agreements. Refers difficult inquiries to other Technicians.
- Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential of information. Maintains records on personnel files used outside the office.
- Assembles materials for proceedings that include collective bargaining, meet and confer, employee discipline, organization reviews, and internal audits.
- Performs data entry for a variety of services and projects such as, but not limited to, updating of mailing lists used for recruiting, assembling data and information for surveys and reports, and updating of job classification information.
- Prepares position vacancy announcements from rough drafts or instructions. May create for review and approval, vacancy advertisements to newspapers and periodicals.
- Accepts and processes job applications for recruited positions. Reviews applications for required information, including, as appropriate, transcripts. Maintains an application tracking system, ensuring up-to-date information on applicants and deleting outdated information.

- Receives and processes pre-employment information requests such as background checks, immigration, and immunization verifications. Monitors employee records for necessary immunizations. Notifies employees of the need for immunizations per the requirements set forth in the education code.
- Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Maintains up-to-date files of job descriptions and job classification information. Coordinates information flow for job reclassification processes. May collect salary survey data from other employers.
- Receives, processes, and/or forwards to the appropriate source, employee information updates such as, but not limited to benefits, dependents, and status changes.
- Collects and assembles personnel action items for inclusion in Board packages. Edits materials and prepares descriptive correspondence supporting action items.
- Updates web pages that announce job openings and other human resources information.
- Prepares and sends correspondence to prospective job candidates.
- May enter human resources demographic data onto a human resources information system using established data screens and procedures.
- May respond to authorized requests for verification of employment of existing employees.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires a basic knowledge of generally accepted personnel practices, including fair employment practices and laws. Requires a basic knowledge of the features of classification, compensation, payroll procedures, and employee benefit plans. Requires knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing. Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires sufficient human relations skill to convey technical concepts to others, exercise patience in working with a diverse customer base, to deal with sensitive and confidential information, to give instructions, and to facilitate discussions with individuals. Requires sufficient math skills to compute sums, averages, ratios, products, and quotients. Requires sufficient language, grammar, and writing skill to prepare professional correspondence.

Abilities: Requires the ability to carry out all aspects of the position. Requires the ability to learn and communicate the policies, procedures, techniques, and rules governing human resources management at the

District. Requires the ability to learn and interpret provisions of collective bargaining agreements. Must be able to coordinate and perform office and secretarial work with speed and accuracy. Requires the ability to achieve harmony and cooperation in communications with others. Requires the ability to prepare professional correspondence for routine communications with insiders and outsiders. Requires the ability to maintain up-to-date files and ensure security and confidentiality of information. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.

Education and Experience: The position typically requires a High School diploma plus post-secondary course work in secretarial science, human resources, or a related area and 3 years of progressively responsible experience. Additional experience may substitute for higher education.

Licenses and Certificates: May require a valid driver's license.

Working Conditions: Work is performed indoors where minimal safety considerations exist.