



For the future of every student

CLASS TITLE: HUMAN RESOURCES ASSISTANT

BASIC FUNCTION:

Under the direction of an appropriate supervisor perform a variety of clerical duties in support of human resources activities and transactions; prepare, maintain, process and verify various personnel data, forms, records and documents; provide information and assistance to District personnel, job applicants and the general public regarding personnel functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical duties in support of human resources activities and transactions including recruitment and new hire processing functions; resolve personnel-related issues and concerns in a proper and timely manner.

Provide information and assistance to District personnel, job applicants and the general public regarding assigned personnel functions; respond to inquiries and provide information concerning related standards, requirements, vacancies, rules, policies and procedures.

Provide a variety of administrative support services for the Department; greet, assist and direct visitors to appropriate personnel; initiate, receive, screen and route telephone calls; compose departmental correspondence such as memos, forms and letters; duplicate and distribute materials; receive, sort and distribute incoming and outgoing mail.

Compile, assemble and verify a variety of personnel data and information; distribute, collect, review, process and file recruitment and employment documents, forms and applications; verify accuracy and completeness of employment applications; assure proper supporting documents.

Establish and maintain a variety of personnel files and records; process and update records and files with new hires, employee information, salaries, pay increases, fingerprinting clearances, TB test results and other information.

Assist with the preparation, distribution and posting of job vacancy announcements; schedule and conduct orientations and process new personnel; prepare, distribute and explain employee paperwork; arrange for and process fingerprints, TB tests and health exams as assigned; prepare employee badges as required; assist assigned personnel in making offers of employment and preparing correspondence related to the hiring process.

Input and update a variety of employee, recruitment and other data and information in an assigned computer system; maintain automated employee files and records.

Assist with maintaining and updating the substitute locating system as needed; assist with coordinating response to related absences.

Schedule and arrange for employment tests as assigned; prepare and set up conference rooms and materials for tests; distribute, collect and explain testing procedures.

Communicate with District personnel, outside agencies and the public to exchange information.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Monitor inventory levels of office and departmental supplies; order, receive and maintain appropriate levels of inventory as required; prepare requisitions.

Attend and participate in interview panels as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General human resources office functions, practices and procedures.

Basic practices and procedures related to human resources.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Data control procedures and data entry operations.

ABILITY TO:

Perform a variety of clerical duties in support of classified human resources activities and transactions including recruitment, substitute placement and new hire processing functions.

Provide information and assistance to personnel, job applicants and the general public regarding personnel functions.

Establish and maintain personnel records and files.

Distribute, screen and process various personnel-related forms, applications and documents.

Learn practices and procedures involved in the recruitment, screening and processing of personnel.

Compose correspondence and written materials independently or from oral instructions.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

Operate a variety of office equipment including a computer and assigned software.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years general clerical experience including some work with human resources functions.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

09/21/2011