

HUMAN RESOURCES / BUSINESS ASSISTANTJob Summary

Under the direction of the District Administration or designee, the purpose of the position is to provide routine and moderately complex clerical support and customer service duties within the Human Resources and Business/Payroll Department. Provides recurring, yet technically oriented clerical assistance, maintains confidentiality or private employee information processed or received during the course of performing assigned duties.

Qualifications:Required:

- Four or more year's increasingly responsible clerical and secretarial experience (additional college work in public education or business administration may be substituted for the required experience on a year for year basis).
- Basic knowledge of generally accepted personnel management practices, including fair employment practices and laws.
- Requires basic knowledge of the features of the District's employment processes and classification, compensation, payroll, and employee benefit plans.
- Ability to effectively communicate written and orally and sufficient knowledge of proper English usage, grammar, spelling and punctuation to prepare professional correspondence and documents.
- Sufficient human relations skills to convey technical concepts to others, exercise patience in working with a diverse customer base (staff, parents, students, and other customers), to deal with sensitive and confidential information, to give instructions, and to facilitate discussions with individuals.
- Ability to use a personal computer for word processing, entering data on spreadsheets, accessing and entering data onto human resources databases data entry screens.
- Ability to type at a rate of 55 words per minute.
- High School Diploma or equivalent.
- Driver's License

Desirable:

- Previous experience in a public-school system or institution of higher education specifically pertaining to Boards of Education.
- Two-year degree. Additional education may be substituted for experience.
- Bilingual skills desirable

Essential Functions

1. Provides secretarial services to human resources, business services, and special projects as assigned.
2. Prepares reports, correspondence, notices, memoranda, forms, agendas, and other documents in support of employment and employee relations functions including requests to update personnel files, e.g., certificate renewals, family status, etc.
3. Researches, responds to, or refers employees' questions about personnel programs, policies and procedures. Refers difficult inquiries to administrator.
4. Maintains and updates information for the District's substitute and position control systems. Maintains and updates information for personnel and subject matter files, ensuring proper treatment of private information.

5. Performs general data entry such as but not limited to updating of mailing lists used for recruiting, assembling data and information for surveys and reports.
6. Accepts and processes job applications for recruited positions. Reviews applications for required information including as appropriate, transcripts. Enters demographic data to internal applicant tracking systems, ensuring up-to-date information on applicants and deleting outdated information.
7. Provides benefit information as applicable.
8. Assist in the annual review and update the District's Comprehensive Safety Plan and Site Safety Plans.
9. Assists Human Resources with legal documents related to personnel and negotiations.
10. Transcribes negotiations with CFA and CSEA, assists with documents as needed.
11. Maintain accurate filing systems of general files and archives; maintains historical records for the District.
12. Assist payroll with data entry for monthly payroll processing and absence systems.
13. Audits position control and substitute data. Participates in the payroll audit.
14. Acts as a backup for human resources and payroll in their absence.
15. Complete federal and state reports timely and accurately.
16. Responds to public data requests.
17. Performs other related duties as assigned.

Knowledge and Ability:

1. Ability to prepare memoranda, letters, reports, agendas, handbooks, and other correspondence, and to edit accurately.
2. Ability to utilize proper grammar, spelling, and punctuation; make accurate mathematical calculations;
3. Ability to take and transcribe proceedings, minutes and notes from official meetings.
4. Ability to answer inquiries and give assistance to staff, district personnel, and the public.
5. Ability to receive and direct telephone calls and messages.
6. Knowledge of filing systems and the ability to maintain files – general and confidential.
7. Ability to conduct or facilitate in-service activities for staff.
8. Ability to research and compile data on assigned topics.
9. Ability to keep accurate records.
10. Ability of strong attention to detail.
11. Ability to interact with agencies in matters pertaining to education.
12. Ability to set priorities and work independently.
13. Ability to establish and maintain effective working relationships.
14. Ability to learn, interpret, and apply state and federal laws and local rules.
15. Extensive knowledge of the operations, functions, and scope of authority of departments and offices related to handling and disposing of information and requests for information.
16. Ability to maintain confidentiality with discretion.
17. Knowledge of use of Education code, guidelines, district policies and procedures as related to human resources and payroll.
18. Knowledge of HRIS software.
19. Knowledge of current payroll and accounting processes and techniques.

Physical Requirements for this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results.

2. Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time.
3. Ability to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter.
4. Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Ability to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone.
7. Physical ability to lift, bend, stoop, and to reach overhead.
8. Facility to drive a car.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.