



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Human Resources Assistant

Established date: 05/01/2010

Revision date: 4/19/2016

GENERAL PURPOSE

Under the direction of the Assistant Superintendent, Human Resources, coordinate routine, daily operational functions of the Human Resources Office.

DISTINGUISHING CHARACTERISTICS

The Human Resources Assistant performs a wide variety of office and administrative support functions for the Assistant Superintendent of Human Resources, and District staff. The position requires knowledge of District rules, policies, and procedures. Assigned work requires the use of initiative and judgment, as well as multi-tasking, in selecting appropriate work methods, understanding and applying information, and interacting with and handling routine to non-routine questions, complaints, and problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with the development and implementation of recruitment, selection, hiring, assignment and training programs of all employees.
2. Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreements, and Federal and State regulations.
3. Participate in negotiations with both bargaining units.
4. Conduct special studies and surveys on personnel related issues and prepare reports.
5. Participate in management personnel selection; assist in the recruitment and screening processes for selection of management employees.
6. Administrator for the EdJoin system for Human Resources.
7. Administrator for the District website for Human Resources.
8. Monitor various levels of District compliance related to Affirmative Action, Williams Act and Title IX.
9. Maintain records related to employees; prepare reports as required.
10. Supervise/administer the SubFinder/AESOP System; maintain/manage coverage of the system to ensure substitute positions are filled each day.
11. Monitor TB testing and all mandated reporting as it relates to Human Resources.
12. Coordinate with the Special Education Department support services for students (instructional assistant assignments).
13. Create and formalize meeting agendas, minutes, and all other preparation materials.
14. Maintain records and take minutes for various certificated and classified negotiation sessions.
15. Input personnel-related information and data into the computer system including updating information as necessary.
16. Interview employees reporting accidents and record data to be submitted to the insurance carrier regarding industrial accidents and serve as liaison to third party administrator.
17. Develop, administer and score written performance tests for classified positions.
18. Attend conferences, and home and on job reading to acquire improved technical skills and work habits.
19. Prepare personnel procedures and create and develop a human resources procedures handbook.
20. Perform projects as assigned by the Assistant Superintendent, Human Resources.
21. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of personnel administration.
2. Correct English usage, grammar, spelling, punctuation and vocabulary.
3. Applicable sections of the State Education Code and other applicable laws.
4. District organization, operations, policies and objectives.
5. Technical aspects of field of specialty.

Ability to:

1. Communicate effectively using tact and diplomacy.
2. Work cooperatively with others, establishing and maintaining cooperative and effective working relationships.
3. Maintain, compile records and prepare reports, verifying all data.
4. Understand and operate a variety of computer programs.
5. Prioritize/multi task assignments and finish in a timely manner.
6. Train, supervise and evaluate personnel.
7. Read, interpret, apply, and explain rules, regulations, policies and procedures.
8. Maintain current knowledge of program rules, regulations, requirements and restrictions.
9. Analyze situations accurately and determine an effective course of action.
10. Work confidentially with discretion.
11. Take shorthand at 90 words per minute preferred.
12. Type at 60 words net per minute from clear copy.
13. Perform complex and varied tasks.
14. Work independently with minimum supervision.

Education, Training and Experience:

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in secretarial/administrative work. Preference will be given to candidates with two years of college or advance secretarial coursework. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is moderate.