



PERSONNEL COMMISSION

Class Code: 3350
Salary Range: 16 (C1)

HUMAN RESOURCES ASSISTANT

JOB SUMMARY

Under the direction of an assigned supervisor, perform a variety of responsible personnel and clerical duties related to certificated and classified staff; prepare and maintain personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures; maintain confidentiality of sensitive and privileged information.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of responsible personnel and clerical duties related to certificated and classified staff; answers telephones and take and relay messages as appropriate; greet and screen visitors; make appointments and arrange meetings. **E**
- Provide information and assistance in person or on the telephone to District personnel, staff and the public regarding a variety of personnel matters, such as promotional opportunities, position vacancies, examination requirements and personnel regulations, policies and procedures; maintain confidentiality of sensitive and privileged information. **E**
- Receive and process information for personnel requisitions; prepare and distribute job announcements; place advertisements in various media; update the job telephone hotline; receive applications and review for completeness; maintain logs of applicants and related forms. **E**
- Prepare hiring documents; assist employees and applicants in completing and submitting a variety of forms regarding pre- and post- employment processing, payroll and other matters; arrange for physical examinations for applicants; assist in scheduling and coordinating oral interview panels. **E**
- Prepare and maintain personnel files, records and folders; type and duplicate a wide variety of materials including sensitive and confidential reports, documents and related correspondence; prepare items for submission to the Personnel Commission and the Board. **E**
- Receive, sort and distribute incoming mail and process outgoing mail; process documents such as transcripts, subpoenas, leaves of absence, employment contracts, pre-employment materials and forms, and applications for employment and distribute to appropriate personnel; assure accuracy and completeness of data. **E**
- Evaluate records of limited term employees to determine eligibility for salary adjustment or related eligibility status; compute tentative salaries for new certificated employees. **E**

- Proctor a variety of employment tests for applicants; compute test scores; perform arithmetic calculations including demographic or related statistical data. ***E***
- Operate and maintain an electronic fingerprinting machine; fingerprint applicants and process fingerprints according to established procedures; submit fingerprints for clearance with the Department of Justice (DOJ); enter applicant data into computerized database; distribute appropriate forms to applicants. ***E***
- Follow up on fingerprint clearances not received in a timely manner; compile and analyze information concerning applicant clearances and submit to appropriate supervisor for employment approval or denial. ***E***
- Operate a variety of office equipment including a computer, copier, fax machine, calculator, scanner, typewriter and a shredder; arrange for repairs of equipment as necessary. ***E***
- Locate classified and certificated substitute staff as directed; identify location and hours required and inform substitutes; process related paperwork and input data into sub-calling system. ***E***
- Inventory and order office supplies, forms and other materials as necessary. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Human Resources Assistant is the entry-level class in the Human Resources Assistant series. Incumbents work under immediate supervision and are generally assigned work of a routine nature following basic procedures of several personnel functions. The duties require the exercise of good judgment and responsibility and may be specialized as assigned. A high level of accuracy in recording and processing information is required as the consequences of error may have serious implications. A Human Resources Assistant is required to maintain the confidentiality of sensitive and privileged information and must demonstrate sound interpersonal skills and positive public relations in their contacts with the public and District employees. No single position in this classification would perform all of the duties listed above.

EMPLOYMENT STANDARDS

Knowledge of:

Basic personnel office functions, practices and procedures.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

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

Basic math.

Record-keeping techniques.

Ability to:

Perform clerical duties in support of the personnel function such as typing, duplicating and filing materials.

Answer telephones and greet visitors courteously.

Learn and apply rules, regulations, policies and procedures related to classified and/or certificated personnel.

Screen and process employment applications and other personnel-related documents.

Assist employees and applicants with processing enrollments and forms.

Maintain confidentiality of sensitive and privileged information.

Maintain records and files.

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

Determine appropriate action within clearly defined guidelines.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written instructions.

Complete work with many interruptions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Graduation from high school is required. College coursework in human resources, English, sociology, business or related field is desirable.

Experience:

A minimum of one year of clerical experience, including 6 months working in a Human Resources or Personnel office, involving extensive public contact, or one year of experience with LBUSD at the level of Intermediate Office Assistant / Intermediate Office Assistant - Schools is required.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching and reaching upwards to file materials.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000
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