

**COLLEGE HUMAN RESOURCES ASSISTANT**

**DEFINITION**

To perform a variety of technical duties in personnel and/or accounting functions; to act as a resource person; to provide liaison between campus and District on rules and regulations regarding personnel and/or fiscal accounting; to perform the more difficult clerical tasks; and may supervise student assistants.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in the above class works at a college and must have a thorough knowledge of and be able to apply District rules, regulations, and procedures pertaining to a wide variety of complex personnel and/or accounting transactions, and maintain accurate records of these transactions.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the departmental manager.

May exercise technical or functional supervision over assigned personnel.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Prepare personnel actions, including employment, separation, address changes, and salary changes for all academic and classified personnel.

Ensure proper completion of personnel forms for new employees; secure materials necessary to complete the process.

Prepare academic biographical sketches as necessary in Board-ready form for inclusion in Board report; evaluate transcripts and experience verifications of academic employees for placement on the salary schedule; evaluate transcripts for academic employees for reclassification.

Maintain academic personnel files for both regular contract and part-time teachers.

Receive and review for completeness classified job applications; arrange interviews for eligible classified candidates with interviewing department.

Maintain classified personnel files.

Ensure that classified probationary employee performance reports and annual performance reports are sent out, completed, and returned for filing.

Maintain up-to-date list of classified employees; keep complete and current job description file of all authorized classified positions.

Post classified job openings as they are received; transmit classified job announcements from other agencies to proper departments.

Provide liaison with District regarding health and dental benefits, salaries, sick leave, vacation, and other matters of concern.

(Over)

## **EXAMPLES OF DUTIES (CONTINUED)**

May examine, analyze, and verify the fiscal records and expenditures of campus departments.

Advise and provide training regarding policies and procedures on fiscal matters and Business Office functions.

Assist in the analysis of budgets and development of budget reports for Budget Committee; review preliminary line item budget for accuracy; review requests for transfer of funds; review fiscal expenditure requests for supplies, equipment, services, travel expenses, payment to contractors, and requests for confirming purchases.

Prepare VEA reports.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Principles, practices and procedures relating to employment of personnel.

Equal employment practices.

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

Accounting and financial record keeping principles and procedures, especially as they pertain to school district accounting.

Office practices and word processing equipment.

### Skill to:

Interpret and apply District personnel policies and procedures relating to academic and classified employees.

Perform complex technical work relating to personnel transactions.

Work independently and compose correspondence and reports.

Prepare, analyze, and review clear and accurate financial statements and reports, and analyze accounting data.

Post data and make mathematical calculations with speed and accuracy.

Learn and apply pertinent District policies and procedures rapidly, including the use of the District's coding plan.

Operate standard office machines, including typewriter, calculator, and personal computer.

Establish and maintain cooperative work relationships with those contacted in the course of work.

Type at a speed of not less than 50 net words per minute from clear copy.

Learn academic and classified employment processes.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Experience:

Three years of increasingly responsible general clerical, secretarial, or financial record keeping experience, preferably in a community college district.

#### Training:

Equivalent to the completion of twelfth grade supplemented by specialized secretarial and personnel courses.