

**Contra Costa Community College District  
Classification Specification**

**HUMAN RESOURCES STAFF ASSISTANT**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Secretarial/Clerical	Confidential	56	06/26/08	Classified	1 of 2

**DEFINITION:** Under supervision, performs a variety of general clerical, office support, and routine administrative duties to assist in the day-to-day operation of the District Human Resources Office; provides information related to human resources programs and activities; and performs other related duties as required.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Performs a wide variety of responsible clerical, administrative, and office support duties in support of the District's human resources system, functions, and program areas;
- Assists in resolving difficult personnel actions and problems; provides advice and assistance to employees and staff;
- Prepares, processes, and maintains a variety of personnel records, files, reports, and actions for District Office employees; acts as a resource on personnel procedures and union contracts for District staff;
- Provides clerical support in recruitment, benefits, workers' compensation and long-term disability efforts;
- Assists in organizing and implementing annual faculty recruitment effort including placing advertisements, designing and preparing informational fliers, and arranging for shipment to job fair sites; responds to requests for applications; selects and purchases promotional items for recruiting fairs; monitors and processes requisitions for recruiting expenses;
- Assists the human resources staff by conducting research and compiling information from a variety of sources for the completion of forms or the preparation of reports, classification studies, salary and benefits surveys, and/or related documents;
- Assists in the preparation of staff development offerings;
- Compiles and updates interest files for classified, management, and faculty positions; maintains transfer pools for identified classified positions;
- Develops and monitors evaluation schedules for District Office employees; distributes, receives, and files evaluations; prepares and monitors employment contracts for contract administrators;
- Assists in all preparatory work for the annual District Office and Districtwide Employee Recognition Ceremonies and the monthly Districtwide New Employee Orientation;
- Performs a variety of general office support duties; composes, types, and proofreads letters and other documents; makes copies; distributes documents via interoffice mail, U.S. mail, and various overnight services;
- Operates a variety of office equipment including a computer, printer, copier, and facsimile machine; utilizes various computer applications and software packages;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; methods and techniques for basic report preparation and writing; public relations techniques and procedures; methods and techniques for proper phone etiquette; English usage, spelling, grammar, and punctuation; and methods and techniques for record keeping and filing.

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**Ability To:** Enter and retrieve data using a personal computer with speed and accuracy; compile and summarize information and data; perform mathematical calculations quickly and accurately; communicate effectively and tactfully in both oral and written form; operate and use modern office equipment including a computer and various software packages; establish and maintain accurate records and files; organize and prioritize assigned tasks; establish and maintain cooperative working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to the completion of the twelfth grade.

**Experience:** Two years of increasingly responsible general clerical, secretarial or financial record keeping experience.

**License/Certification:** A valid Class C California Driver's License.