

Human Resources Staff Assistant

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

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.

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- 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.
- Methods and techniques for record keeping and filing.

Skill/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/Experience

- Possession of a high school diploma/GED or the equivalent and two (2) years general clerical/secretarial/financial record keeping experience.
- Completion of an AA Degree and one (1) year general clerical experience or equivalent.
- Two years of full-time studies at an accredited college or university in a related field (or the equivalent) may be substituted for one year of general clerical experience.
- A valid Class C California driver's license.

Adopted: 06/28/08

Revised: 02/14/24

Salary Grade: 56

EEO Category: Secretarial/Clerical

Represented Status: Confidential

Effective Date: 02/14/24