



COLLEGE HUMAN RESOURCES ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	58	07/01/2017	Classified	1 of 2

DEFINITION

To provide technical human resources support for all college personnel regarding salaries, benefits, recruitment, retirement, policies and procedures and contractual labor agreements; and to act as the liaison between the campus and District Human Resources and Payroll.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

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

- Prepares personnel action forms, including employment, separation, address changes and salary changes for all personnel; submits forms to the appropriate manager for campus approval; forwards college documentation to District Human Resources and Payroll.
- Facilitates the process of recruitment and new hire orientation at the campus level.
- Verifies accuracy of information on the hiring forms received from the hiring manager and conformity with labor agreements.
- Provides salary and benefit information, as appropriate.
- Prepares personnel file and hiring documents relevant to the type of employee or position.
- Informs employee of pertinent salary placement and payroll processing; verifies education and work experience as prescribed in labor agreements.
- Informs and provides information on Districtwide policies and state and federal law.
- Assists in academic salary placement, reclassification and step advancement processing for campus employees.
- Provides detailed personnel recordkeeping, gathering and auditing materials for all campus employees.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures relating to employment of personnel.
- Equal employment practices.
- Labor agreements, federal and state labor laws, California Education Code and Minimum Qualifications for employees in California Community Colleges, as they pertain to human resources.
- Modern software applications (Microsoft Office Suite, etc.).



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Skill/Ability to:

- Apply human resources principles and procedures in the work performed.
- Research and analyze data and draw sound conclusions.
- Prepare clear, complete and concise reports.
- Communicate effectively, both orally and in writing.
- Understand and carry out both oral and written instructions in an independent manner.
- Perform mathematical calculations accurately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of technical or general human resources, payroll, benefits, or increasingly technical administrative experience.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college in human resources or a related field, or the equivalent.

Adopted: 07/01/17