CLASS TITLE: EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR, HUMAN RESOURCES/CONFIDENTIAL

BASIC FUNCTION:

Under general supervision, performs a full range of sensitive, highly responsible, and confidential office administrative and technical support functions of both a general and specialized nature in support of the Vice Chancellor, Human Resources.

REPRESENTATIVE DUTIES:

Provide complex administrative support to the Vice Chancellor, Human Resources, relieving the administrator of a variety of clerical, technical, and administrative duties. E

Track, monitor, and maintain correspondence, timelines, and logs pertinent to labor relations, including collective bargaining; transcribe minutes at confidential meetings, including grievance hearings; research background information related to such meetings and initiate necessary actions to ensure resolutions are met; document resolutions from such meetings and conduct any necessary follow-up. E

Prepare and coordinate the composition and placement of human resources items for Cabinet and Board agendas, ensuring the information is accurate, complete, and properly categorized and presented. E

Manage the calendar of the Vice Chancellor, Human Resources and related departmental calendars; keep the administrator informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner; arrange travel accommodations as necessary. E

Open, route, and sort correspondence and email; identify and refer matters to the Vice Chancellor, Human Resources in order of priority; respond independently to messages of a less urgent or complex nature; draft responses to messages that require review by the Vice Chancellor. E

Compose, format, edit, type, proofread, duplicate and distribute correspondence, notices, lists, forms, memoranda, calendars, reports, manuals, presentations, brochures, and other materials using appropriate software. E

Collect and compile statistical and financial data and other information for inclusion to special and periodic reports; prepare special reports as necessary; research information and establish appropriate formats; develop and revise office forms and report formats as required. E

Maintain current financial and budget information; monitor budget expenditures; input data and perform various functions on the District’s electronic information systems; prepare, review, and issue check requests as required. E

January 1998
Revised January 2010
EXECUTIVE ASSISTANT TO THE VICE CHANCELLOR,
HUMAN RESOURCES/CONFIDENTIAL (continued)

Provide information and assistance in person or by telephone regarding human resources practices, policies, and procedures to faculty, staff, administrators, and the public; receive and screen visitors and telephone calls and refer to appropriate staff members. E

Assist the Vice Chancellor, Human Resources in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs. E

Maintain a variety of complex files and records often involving materials of a confidential nature. E

Maintain confidentiality of records and information, including information regarding Board, District, personnel, collective bargaining, student or controversial matters. E

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors and other outside organizations and the public. E

Train and provide work direction and guidance to others as assigned. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies, and rules of the Human Resources Department
District organization, operations, policies and objectives
Objectives, priorities, and goals of the Vice Chancellor, Human Resources
Modern office practices, procedures, and equipment, including computers
Modern computer systems and software packages, including word processing, database, spreadsheet and desktop publishing applications
Principles and practices of administrative research and report preparation
Principles of business writing
Principles and practices of effective record and file management
Methods and techniques of proper phone etiquette
English usage, grammar, spelling, punctuation, and vocabulary
Applicable sections of State Education Code and other applicable laws
Principles of customer service and public relations
Principles and practices of event planning
Basic principles and practices of budget preparation and control

ABILITY TO:

Interpret, apply, and explain rules, regulations, policies and procedures
Type/keyboard at a speed necessary for successful job performance
Establish and maintain effective working relationships with others
Analyze, evaluate, and interpret varied information and data
Prepare reports by gathering, organizing, and synthesizing data from a variety of sources
Independently prepare clear and concise correspondence, memoranda, records, and reports
Analyze situations accurately and adopt effective courses of action
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, employees, and
other agencies on sensitive issues
Organize and prioritize timelines and project schedules in an effective and timely manner
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Communicate clearly and concisely, both orally and in writing
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Plan and organize work to meet deadlines, needs, and rapidly changing priorities of the Human Resources Department

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree from a recognized college or university with a major in human resources, public administration, business administration, or a reasonably related discipline.

Experience: Three years of experience in an executive-level assistant or professional-level administrative support position.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
Dexterity of hands and fingers to operate computers and other office equipment
Hearing and speaking to communicate and provide information to others
Muscular strength to lift moderately heavy objects