CLASSIFICATION TITLE: HUMAN RESOURCES ASSISTANT

BASIC FUNCTION:

Under general supervision, perform responsible technical-clerical duties in the areas of recruitment, examination administration, development and maintenance of confidential personnel records and files, and the preparation of related reports; provide information and assistance to District personnel, staff and the public regarding personnel matters.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical duties related to the recruitment, examination, selection, processing and maintaining of personnel. E

Prepare and distribute job announcements and advertisements for classified and academic positions; determine closing dates and determine and schedule examinations; recruit and schedule screening/examination panel members for classified vacancies; compile information for panel members. E

Assemble and organize screening materials for academic vacancies; refer academic files to appropriate department for selection process; review screening results and notify candidates accordingly. E

Establish and maintain computer database for each recruitment; log demographic, biographic, and ethnic applicant data, track progress in selection process; prepare, distribute, and record related computer reports using MS Access and Excel; maintain files of applicant records. E

Assemble and organize screening/written and oral examination materials for classified vacancies; administer and score performance and written examinations as applicable; review screening/examination results and notify candidates accordingly/ establish classified eligibility lists. E

Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters, such as available jobs, employment verification, minimum qualifications, personnel rules, policies and procedures. E

Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists and files according to established procedures; verify and post information as necessary to assure completeness and accuracy. E

Determine status of open positions; initiate documentation for advertising, interviewing and selection of employees; establish and maintain classified eligibility lists; assist in the development of position announcements, job descriptions, newspaper advertisements and interview questions. E

Certify eligible from active lists, respond to and correspond with candidates regarding scores, procedures, rank, etc. E

Conduct new employee orientation; review new employee records for completeness and

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composition with applicable laws. 

Compose and type letters, memoranda, lists and other materials according to established procedures; prepare and issue notices for employees and supervisors; update, process and maintain related records as required.

Receive application materials, screen resumes, correspondence, transcripts and other information for completeness of file.

Maintain Human Resource module of District computer system; enter new employees and process changes to employee data; track a variety of personnel data such as Tuberculosis test expiration, performance evaluations, training and development activities, permanency and tenure status.

Operate a computer to enter and retrieve data, maintain records and generate reports utilizing word processing, database and spreadsheet software.

Sort, stamp and distribute mail; answer letters requiring routine information.

Process unemployment claims according to established procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Word processing, database, publishing, and spreadsheet software
- District human resources policies and Education Code requirements as they apply to academic and classified personnel systems
- Personnel Commission rules
- Modern office practices, procedures, and equipment
- Principles and procedures of records management
- Principles and practices of business communication
- Principles and practices of customer service and public relations
- Methods and techniques of proper phone etiquette
- Fundamentals of English grammar, spelling, and composition
- District organization, operations, policies and objectives

ABILITY TO:

- Exercise initiative and independence of judgment and action
- Plan and organize work to meet changing priorities and deadlines
- Interpret, apply and explain rules, regulations, policies and procedures
- Learn and apply new information and skills
- Communicate clearly and concisely, both orally and in writing
- Understand and follow oral and written directions
- Make arithmetic calculations quickly and accurately
- Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources
- Enter data at a speed necessary for successful job performance
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports. Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

A. Graduation from high school or evidence of equivalent educational proficiency AND three years of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.

OR

B. An associate degree AND two years of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.

OR

C. A bachelor’s degree AND one year of clerical experience, including experience entering data, preparing correspondence, and organizing/maintaining records.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate office equipment
Sitting for extended periods of time
Bending at the waist
Reaching overhead, above the shoulders and horizontally to retrieve files
Lifting light objects