

**BRIEF DESCRIPTION OF POSITION:**

Under the direction of the Director of Human Resources, independently performs complex technical personnel work related to position classification; compensation; recruitment and examinations; and performs routine administrative tasks; performs a variety of complex and specialized clerical, secretarial personnel related work. Duties involve a high level of responsibility for designated processes and services in the personnel office. Incumbent is expected to work with a high level of independence and initiative, performing personnel functions and associated complex secretarial work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Performs complex technical human resources duties pertaining to the classified personnel function.
- b. Collects, tabulates and summarizes salary data; compiles and analyzes data; prepares studies, graphs and narrative presentations; prepares or assists in preparing a variety of written materials, including rules, procedures, class descriptions, classifications and salary reports, test items, statement of charges for disciplinary actions and other specialized reports; reports and conducts investigations.
- c. Assists in the recruitment and selection process, working with the Human Resources Assistant and Director, to develop appropriate job related and valid employment examination procedures.
- d. Assist the Director, in a variety of administrative details; perform a variety of specialized and highly complex secretarial functions; establish and maintain office time lines and priorities and proper and timely completion of projects and activities.
- e. Prepare correspondence independently on a variety of matters; compose and type various letters, forms, reports, memoranda, bulletins, lists, notices, contracts, announcements, newsletters, agreements, contracts, brochures, applications and other materials; review, revise, edit, format and proofread a variety of documents and information; prepare correspondence from notes, oral instructions or rough draft as needed.
- f. Performs a wide variety of technical record keeping duties related to human resources; provides information and assistance involving frequent and responsible contact with applicants, staff and the general public.
- g. Initiates, prepares and circulates necessary forms for personnel actions, such as, employment salary placement, performance evaluation and termination; informs new employees of fringe benefits and district procedures.
- h. Completes and processes verification of employment documents and related correspondence.
- i. Enter, maintain and monitor position control for classified employees Enters.
- j. Administers and evaluates required employment tests.
- k. Completes unemployment insurance claims and submit to carrier, composes and forwards reasonable assurance letters to appropriate personnel.
- l. Monitors TB expirations on all district staff; notifies employees and posts accordingly; monitors and maintains files.
- m. Establishes and maintains detailed filing system for employment applications and related documents ensuring retention according to established procedures. Verifies qualifying information, such as education, credentials, experience, and skill competency levels.
- n. Maintains various complex records, logs, and lists including materials of a confidential nature; maintains confidentiality of records and information.
- o. Places advertisements and legally required notifications in newspapers, periodicals, and professional organization publications; confirms proof of insertion and processes invoices accordingly.
- p. Serves as back-up for other department functions in human resources department and the switchboard.

**OTHER DUTIES AND RESPONSIBILITIES:**

- a. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- District organization, operation, policies and procedures.
- Department organization, procedures and programs.
- Modern office practices, procedures and equipment.
- Record keeping, practices and procedures.
- Applicable sections of employee bargaining unit contracts.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Verbal and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

Ability to:

- Perform complex and responsible technical reporting duties, such as maintaining complex records and coordinating communications.
- Make arithmetic calculations quickly and accurately.
- Maintain a variety of confidential records and files.
- Understand and follow verbal and written directions.
- Work independently with little direction.
- Compile information and prepare reports.
- Compose routine correspondence with minimal direction.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Read, interpret and follow rules, regulations, policies and procedures.
- Communicate effectively with applicants, staff and general public.
- Read, interpret and follow rules, regulations, policies and procedures.
- Establish and maintain effective working relationship with others.
- Type at a net rate of 50 wpm from clear copy.
- Maintain records and prepare reports.
- Operate various office equipment, including computer, typewriter, calculator, switchboard and copiers.
- Maintain a variety of filing systems.
- Complete work with many interruptions.
- Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, and two years of increasingly responsible experience involving frequent contact with the public. Previous experience working with confidential records and exposure to a human resources department environment preferred.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

**WORKING CONDITIONS:**

District office environment; subject to many interruptions.