

HUNTINGTON BEACH CITY SCHOOL DISTRICT

POSITION SPECIFICATION

HUMAN RESOURCES ASSISTANT

DEFINITION:

Under the direction of the Assistant Superintendent, Human Resources, coordinate routine detail of the Human Resources Office.

REPRESENTATIVE DUTIES:

Assist with the development and implementation of recruitment, selection, hiring, assignment and training programs of all employees. E

Interpret and provide information on district policies, procedures, Education Code, collective bargaining agreements, and Federal and State regulations. E

Conduct special studies and surveys on personnel related issues and prepare reports. E

Participate in management personnel selection; assist in the recruitment and screening processes for selection of management employees. E

Monitor various levels of District compliance related to Affirmative Action, Williams Act and Title IX. E

Maintain records related to employees; prepare reports as required. E

Maintain records and take minutes for various certificated and classified negotiation sessions. E

Input personnel-related information and data into the computer system including updating information as necessary. E

Interview employees reporting accidents and record data to be submitted to the insurance carrier regarding industrial accidents and serve as liaison to third party administrator. E

Develop, administer and score written performance tests for classified positions. E

Attend conferences, and home and on job reading to acquire improved technical skills and work habits. E

Prepare personnel procedures and create and develop a human resources procedures handbook.

Perform projects as assigned by the Assistant Superintendent, Human Resources.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of personnel administration.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training, providing work direction, supervision and administration.
- Technical aspects of field of specialty.

Ability to:

- Communicate effectively using tact and diplomacy.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Operate various office machines.
- Understand and operate a variety of computer programs.
- Work with multi task assignments and finish in a timely manner.
- Train, supervise and evaluate personnel.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Take shorthand at 90 words per minute preferred.
- Type at 60 words net per minute from clear copy.

Education and Experience:

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in secretarial/administrative work. Preference will be given to candidates with two years of college or advance secretarial coursework. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position classification performs light work that involves some lifting and sitting a major portion of the time, with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects normally not to exceed thirty (30) pounds, but may involve heavier objects of up to fifty (50) pounds with assistance. Incumbents in this class require mobility to stand, stoop, reach and bend. Dexterity of hands and fingers to operate a computer keyboard and other office equipment is essential. This position requires accurate perceiving of sound; near and far vision with the ability to read small print; depth perception; and the providing of oral information and direction.

Working Conditions: The noise level in the work environment is usually quiet. The work environment is at the District Office in the Human Resources Department. This position has frequent interruptions and considerable distractions from office activities. This position frequently works independently with high work volume and tight deadlines.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

5/2010