

CONFIDENTIAL SECRETARY (PERSONNEL)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Under direction, to provide complex administrative assistance and clerical support to the Director of Personnel relating to the recruitment, employment status, salary placement and credentialing of all certificated and classified employees; to perform research and assist District administration with statistical data pertaining to staffing and budget projections; and to prepare and maintain comprehensive and confidential human resources records and files for all certificated and classified employees.

ESSENTIAL JOB FUNCTIONS:

- Maintain comprehensive and confidential files related to personnel, including credential, TB tests, tenure status, leaves of absence, professional growth courses completed, assignments, teacher evaluation forms, retirement records and other records pertinent to human resources functions.
- Verify that proper credentials are held for current assignments, research ways to cover assignments determined not to be properly made; serve as resource person for matters relating to assignment monitoring in accordance with directive of Education Code.
- Develop and maintain statistical data regarding personnel; compile and prepare reports for Federal, State and County agencies.
- Provide information for personnel, substitutes and prospective employees regarding credential qualifications and renewal requirements, assist in completing and processing applications.
- Review transcripts, resumes and recommendation letters to determine appropriate salary placement of personnel on the basis of training, education and prior experience; prepare materials related to salary placement and employment benefits.
- Assist in the recruitment of personnel; prepare job announcements for administrative, teaching, counseling, special education and classified positions for traditional and special session openings; prepare internal flyers; direct the preparation and distribution of external announcements.
- Collect application materials; screen applicants' credentials; schedule interview appointments.
- Prepare employment contracts; prepare supporting materials for new hire orientation; confer with new employees.
- Confer with site administrators regarding employee progress; determine probationary or tenure status; monitor responses; report to Director of Personnel.
- Confer with departmental administrators to verify staffing and budget projections; maintain certificated and classified position control rosters.
- Confer with employees regarding specific employment plans; compile responses; prepare reports.
- Prepare assignment reports, resolutions and other backup materials, including appointments, re-appointments, increases in assigned time, leave requests and status changes for Board of Trustee agendas.
- Provide information and answer questions for staff, outside agencies and the general public regarding credentials, policies and related matters.
- Advise employees on professional growth requirements; receive requests for in-service credits; evaluate completeness of request; inform employee of acceptance or rejection of request.
- Assist Director of Personnel in the placement of student teachers.
- Coordinate teacher assignments for home/hospital instruction for students with temporary disabilities.
- Prepare Williams Act Quarterly Reports.
- Operate office equipment, including word processing, data base management and spreadsheet software programs.
- Participate in coordinating, organizing and maintaining the workflow of the Personnel Office; provide lead supervision and training to assigned staff.
- Advise employees who are considering changing their teaching status regarding benefits, salary advancement credits and work assignments upon return.
- Conduct research regarding Education Code as required.
- Attend meetings and serve on committees as requested; prepare and distribute meeting agendas and minutes.
- Attend conferences and workshops to keep current on laws and requirements related to personnel issues.
- Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS:**KNOWLEDGE OF:**

- Services and activities provided in a human resources program, especially assignments/mis-assignments based on credentials.
- Principles and procedures of data collection and report preparation.
- Basic mathematical principles.
- Word processing methods, techniques and programs, including spreadsheet and database operations.
- Principles and practices used in dealing with the public.
- Modern office procedures, methods and equipment, including computer equipment.
- Principles of lead supervision and training.
- English usage, spelling, vocabulary, grammar and punctuation.
- Pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.

SKILL AND ABILITY TO:

- Operate modern office equipment, including computer equipment.
- Type at 55 words per minute.
- Perform responsible and difficult human resources work involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the District's Personnel Department as necessary to assume assigned responsibilities.
- Interpret and apply pertinent codes, rules and regulations, including District policies and procedures pertaining to assigned functions.
- Respond to requests and inquiries for information regarding personnel policies and procedures.
- Plan and organize work to meet schedules, timelines and deadlines.
- Work independently in the absence of supervision.
- Independently compose correspondence and memoranda.
- Handle multiple concurrent projects and manage priorities and tasks.
- Perform mathematical computations quickly and accurately.
- Maintain confidentiality of employee information.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

WORKING CONDITIONS:

- Office environment

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Four years of responsible administrative and clerical experience in human resources office, including experience with teaching credentials.
- Equivalent to completion of the twelfth grade supplemented by college level course work in business, human resources management or related area.

WORK YEAR:

260 days, less earned vacation and paid holidays

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

*Update: September 9, 2014
Board approved: April 26, 2011*