

## POSITION DESCRIPTION

### Human Resources Assistant

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**Position** .....Human Resources Assistant

**Department/Site** .....Human Resources

**FLSA** .....Non-Exempt

**Evaluated by** .....Manager of Human Resources and Staff Diversity Officer

**Salary Range** .....28

#### **Summary**

Provides clerical support to human resources functions such as recruitment and selection, benefits, and diversity. Provides support and coordination certain aspects of the employment process.

#### **Essential Duties and Responsibilities**

##### **Clerical Support**

- Receives and screens telephone calls and inquiries, providing information and/or referring caller to appropriate individual(s) and/or organizational unit(s) for response.
- Greets visitors, staff, and the public, responding to questions about employment and general information.
- Prepares reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents in support of employment and employee relation's functions.
- Researches, responds to, or refers employees' questions about personnel policies and procedures, including those found in collective bargaining agreements. Refers difficult inquiries to other Human Resources Technicians.
- Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential of information. Maintains records on personnel files used outside the office.
- Performs general data entry such as, but not limited to, updating of mailing lists used for recruiting, assembling data and information for surveys and reports.

##### **Human Resources Programs Support**

- Prepares position vacancy announcements from rough draft or instructions. May create for review and approval, vacancy advertisements to newspapers and periodicals.
- Accepts and processes job applications for recruited positions. Reviews applications for required information, including, as appropriate, transcripts. Enters demographic data onto an applicant tracking system, ensuring up-to-date information on applicants and deleting outdated information.
- Receives and processes pre-employment information requests such as background checks, immigration and immunization verifications. Monitors employee records for necessary immunizations. Notifies employees of the need for immunizations per the requirements set forth in the education code.
- Assists applicants with submitting a digital image of fingerprints for background verification. Monitors the status of the clearance process with the California Department of Justice and FBI (when applicable). Conveys the results of the clearance screen.
- Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Enters Human Resources demographic data onto a Human Resources Information System (HRS) using established data screens and procedures.

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- May respond to authorized requests for verification of employment of existing employees.
- May process and track temporary employees and volunteers employment status.
- Receives, processes, and/or forwards to the appropriate source, employee information updates such as, but not limited to benefits, dependents, and status changes.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **Knowledge and Skills**

- Requires a basic knowledge of generally accepted human resource management practices, including fair employment practices and laws.
- Requires a basic knowledge of the features of classification, compensation, payroll procedures, and employee benefit plans.
- Requires demonstrated skills at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.
- Requires sufficient human relations skills to convey technical concepts to others, exercise patience in working with a diverse customer base, to deal with sensitive and confidential information, to give instructions, and to facilitate discussions with individuals.
- Requires sufficient math skills to compute sums, averages, ratios, products, and quotients.
- Requires sufficient language, grammar, and writing skill to prepare professional correspondence.

##### **Abilities**

- Requires the ability to carry out all aspects of the position.
- Requires the ability to interpret the policies, procedures, techniques, and rules governing Human Resources management at the District.
- Requires the ability to achieve harmony and cooperation in communications with others.
- Requires the ability to prepare professional correspondence for routine communications with insiders and outsiders.
- Requires the ability to learn and apply California community college minimum qualifications requirements as well as laws and regulations governing equal employment opportunity.
- Requires the ability to learn and interpret provisions of collective bargaining agreements.
- Requires the ability to maintain up-to-date files and ensure security and confidentiality of information.

#### **Physical Abilities**

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis.
- Requires the near visual acuity to read printed materials and microcomputer screen.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials.

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- Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate a microcomputer, and other office equipment, almost constantly requiring repetitive motion.

#### **Education and Experience**

- A high school diploma, or the equivalent, and two years of general human resources-related experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.