

PERSONNEL ASSISTANT

JOB SUMMARY

Under direction of an assigned supervisor, perform complex, confidential, and responsible clerical, specialized functions, and records maintenance duties in support of the District personnel function; may review teaching credentials of applicants, process related documents, and serve as technical resource for staff, administrators and applicants related to credentials. Work independently in utilizing a computerized system to establish and maintain data on employees and substitutes, producing required reports. Recruit, schedule, and process qualified individuals as substitutes and add the required information to the automated substitute database management system; utilize a computerized system to establish and maintain data on employees and substitutes; process personnel-related records and forms; communicate with employees, substitutes, and others regarding personnel policies procedures, regulations, and employment opportunities.

TYPICAL DUTIES

Communicate with District employees, job applicants, and the public regarding personnel rules, regulations, laws, policies, and procedures and District employment and job opportunities. Review and monitor credentials and transcripts for all new and current certificated employees, ensuring validity and continuance of validity; arrange for proper registration/renewal of expiring and/or new credentials; act as liaison between county credentials office and District staff. Mail notification to employees advising of expiration dates for credentials. Register and record credentials of certificated employees/applicants and assist in making application for credentials, record data and submit transmittal to County Office. Review and record eligible educational units from transcripts to allow for determination of salary placement/advancement. Perform scheduled activities utilizing the computerized substitute management system; produce a daily assignment log of certificated and classified employee substitute assignments; audit the log for completion of all substitute requests, if any positions remain unfilled by the computer, follow established procedures in securing substitutes and accurately record the information into the computerized substitute management system; produce daily and other regular reports and end of year activity reports. Produce time sheets and records regarding expenditures and labor costs for budget designation for the payroll department. Process newly-hired classified or certificated employees and substitutes and orient them with personnel policies and District procedures as required; determine appropriate salary placement for both classified new hires and District classified employees receiving promotions; accurately prepare all related documents for processing new hires, promotions, and substitutes, and enter required information into computerized personnel/payroll system, and establish and maintain personnel files. Update personnel and payroll information in accordance with established schedules and time lines; compile, review, code, summarize, and record data, related to employee activities. Apply, interpret, and explain District policies, Merit System rules and other pertinent laws, regulations, and procedures. Prepare, process, and record a variety of forms, documents, correspondence, and other information. Utilizing a computerized system, prepare requisitions and order supplies/materials and prepare work orders for repairs and/or estimates. Assist in preparing meeting notices and supporting documents for Governing Board or Personnel Commission meetings. Verify employment by phone and letter; receive and complete unemployment claims and serve as the District's representative at unemployment hearings; perform related clerical duties including answering phones, acting as office receptionist, typing, filing, duplicating, and processing department mail; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school, or equivalent, supplemented by business or personnel courses and one year of increasingly responsible clerical experience incorporating the use of a computer, preferably in a public personnel office.

Knowledge of:

Principles, practices, and procedures of public employment; principles and methods of records management; computer operation; modern office methods, practices, and equipment; oral and written communication; interpersonal skills including tact, courtesy, and diplomacy. Telephone etiquette; proper English language usage, spelling and composition, grammar, punctuation and vocabulary.

Ability to:

Perform complex and responsible clerical and records maintenance duties in support of the District personnel function; maintain confidentiality and security of employee information; communicate with employees and others regarding personnel policies, procedures, regulations, and employment opportunities; apply, interpret, and explain personnel actions, merit system rules and regulations, applicable laws, contracts and bargaining agreements; communicate tactfully and effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; perform clerical duties such as typing, filing and copying; operate a computer terminal/microcomputer to enter, retrieve, and update information; keyboard at a corrected speed of 45 wpm.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.