

PERSONNEL

ADMINISTRATIVE ASSISTANT – PERSONNEL CONFIDENTIAL Schedule 3 Range E

DEFINITION

Under the direction of the Superintendent or designee, the Administrative Assistant – Personnel performs difficult, specialized, and responsible accounting, clerical, and record management involving the use of manual and computer-assisted record management, storage and retrieval systems; uses independent judgment due to scope of duties that represent responsible sensitive and complex assignments; prepares a variety of related reports, records, and summaries; maintains files and records pertaining to employees and substitute employees; organizes and maintains personnel record management, storage, and retrieval system; and is the Custodian of Records for the District. Performs related work as required.

EXAMPLES OF DUTIES

Maintains files related to personnel; plans, organizes, administers, and participates in the daily operation of the personnel department and employment processing; assists with special and ongoing services such as, new employee orientation and the employee separation process; plans, designs and coordinates administrative procedures to ensure an effective and efficient service delivery; posts personnel information, and maintains records and files; prepares recruitment and onboarding of employees and substitute employees; performs specialized retirement reconciliations and reports; responsible for oversight of Worker's Compensation claims including: claim intake; coordination with SISC, communication with appropriate supervisor regarding claim status; and communication with injured worker about "return to work" program; schedules random drug and alcohol testing program as required by California Department of Transportation; prepares and processes retirements; responds to survey and report requirements; reviews certificated transcripts and verifies appropriate credentials are held and maintained; assists with the extended leave process and notifications; responds to unemployment claims; attends trainings and meetings as required; analyzes, reviews, interprets, and provides information regarding routine legal mandates, policies, regulations, and guidelines to school district and County office personnel and provides technical information to State and Federal agencies; answers work/job related questions from employees and public; meets regularly with the Superintendent or designee.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, techniques, and operations of a school district office
- Computers and other office technology and equipment, including automated data management, storage and retrieval systems; computers and other office technology and management systems
- Microsoft Word and Excel; QSS; other online databases and programs related to employment
- Proper English usage, spelling, punctuation, grammar, and manuscript and report formatting; communication techniques, strategies and procedures
- District, State, and Federal laws and regulations pertaining to labor, educational institutions, Worker's Compensation, leaves, and other related human resource categories

Experience

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Two years of broad and increasingly responsible experience in record management, auditing, and reporting involving manual and computer assisted processes, including Excel and Word, clerical, and accounting experience.

Education

Associate of Arts degree with at least six semester units in payroll, accounting, or human resources. BA degree preferred.

Ability to:

1. Maintain the security of sensitive, confidential and privileged information
2. Organize and prepare data for presentations and reports
3. Learn, interpret, and apply school district policies, laws, rules, and regulations
4. Take responsibility and use good judgment in recognizing scope of authority
5. Understand and carry out complex oral and written directions
6. Operate standard office equipment such as calculator, copier, and computer
7. Compose correspondence independently
8. Proficiency in typing correspondence, reports and technical data
9. Formulate and execute decisions involving complex issues
10. Perform accounting clerical work of greater than average difficulty
11. Interpret, make decisions, and apply appropriate laws, codes, rules, regulations and policies
12. Ability to work effectively with staff and the general public, and to respond appropriately in situations requiring specialized knowledge, tact, and good judgment
13. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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| 1. Seldom = Less than 25% | 3. Often = 51% - 75% |
| 2. Occasional = 25% - 50% | 4. Very Frequent = 76% and above |

- 4 a. Ability to sit for extended periods of time
- 2 b. Ability to sit for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.

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- 2 i. Ability to reach in all directions

Adopted: September 11, 2018

Revised: October 27, 2021