



HUMAN RESOURCE MANAGEMENT ASSISTANT

Job Code: 650B
Bargaining Unit: 08
Effective Date: 8/19/2008

Position Summary

Perform responsible work providing professional level staff assistance to Human Resource Department.

Reporting Relationship

Report to the Executive Director of Human Resources.

Minimum Qualifications

Bachelor's degree and two years of related human resources experience; or two years of college which includes coursework in English composition, mathematics, bookkeeping or accounting, and four years of executive level administrative support experience which involves collecting and analyzing data and report writing. (No substitution for two years of college.)

Writing and proofreading samples will be required.

Knowledge, Skills and Abilities

Considerable knowledge of administrative procedures.

Considerable knowledge of research techniques, problem solving and analysis.

Excellent customer service skills

Excellent communication skills – listening, oral and written.

Excellent computer skills, including and advanced ability to use word processing, spreadsheet and database software and the Internet.

Considerable ability to evaluate budget and human resource information, perform analysis and prepare written and oral recommendations.

Considerable ability to coordinate multiple priorities.

HR MANAGEMENT ASSISTANT

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties.

Provide confidential administrative directed and self-directed support to the Executive Director of Human Resources and Labor Relations that includes prioritizing and managing projects, preparing correspondence/reports, screening phone calls, meeting with customers, coordinating meetings, coordinating the department budget, providing research, and delegating items to the appropriate Human Resource staff.

Coordinate the compiling of investigative information for the Legal Department, the Sabbatical Leave Committee and for interagency agreements and agreements with partnership colleges.

Provide confidential administrative support to the Employee Relations, Performance Management, Workforce Management and Total Rewards/Information Management units when needed. Is the resource person for department needs, and provides back-up for department staff when needed.

Serve as the department's resource and customer service liaison for district employees, union representatives, public officials and the general public.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Monitor the department budget, major purchases and expenses for the HR Department and prepares recommendations and reports for management decision making.

Develop strategies for maintaining internal and external communications relating to Human Resource projects; monitor to ensure that Human Resources is following the approved communication strategies/procedures. This includes drafting letters, proposals, issue papers, speeches and other communications as requested by administrators; editing documents to ensure they are clear, concise, grammatically correct, properly organized, consistent with departmental policy and suitable for distribution in the Superintendent's Bulletin annual notices, correspondence for the executive director and other department communications as appropriate.

Perform Human Resource projects or monitor the completion of projects assigned to other staff; collaborate with other district staff and external contacts as necessary; communicate progress, issues or problems on projects to department administrators.

Prepare reports; recommend courses of action; present reports as required; carry out decisions resulting from report recommendations as assigned.

HR MANAGEMENT ASSISTANT

Responsibilities (continued)

Attend meetings with department administrators or as the department administrators' representative as requested; take notes, which may include actions steps, and monitor the follow-up on these action steps to ensure that they are addressed.

Provide regular contact with key district stakeholders, the public and other district staff; reply to inquiries requiring research and coordination of information from several sources; respond to human rights and data practice requests.

Perform research on key issues; analyze, evaluate and summarize the information gathered; develop recommendations based on research results for review and approval by administrators.

Supervise central file management, maintenance and automation.

Develop, acquire and maintain a collection of resources that support the successful implementation of Human Resource policies, practices and procedures.

Perform other related duties as assigned.