

HUMAN RESOURCES ASSISTANT

Series Specification

Confidential Human Resources Assistant I
Confidential Human Resources Assistant II
Confidential Human Resources Assistant III

DEFINITION

This series specification describes three classes used to perform technical and secretarial/clerical assignments in the areas of recruitment, examination, and selection of job candidates and other human resources services.

TYPICAL DUTIES

Incumbents answer inquiries regarding certificated and classified employment opportunities; prepare and distribute bulletins and announcements of position openings and explain qualification requirements to applicants; maintain recruitment files and related documents; prepare correspondence independently or from written copy; schedule applicant tests and employment interviews; track applicants on online computer system; assist in processing new employees; convert employment and payroll data to source documents for data processing; maintain confidential files of employees; prepare and process performance evaluation forms; may maintain tuberculosis clearance and fingerprint files; fill authorized requests for temporary help; give skills tests to applicants; operate standard office equipment including word processing and data entry equipment; may assist with preparation of materials used to establish the district's negotiating position; type district proposals, counter proposals and tentative agreements on word processing equipment; perform other human resources secretarial/clerical duties as needed; perform related work as required.

ALLOCATION FACTORS

Level of difficulty; variety and complexity of assigned tasks, independence of actions and decisions; consequence of decisions made.

DISTINGUISHING CHARACTERISTICS

Incumbents in the position of human resources assistant are designated to confidential employees. In the course of their duties they have access to, prepare and process information relative to the district's negotiating position and the employee grievance process.

LEVEL DESCRIPTIONS

HUMAN RESOURCES ASSISTANT I: Entry-level position of the series. Incumbents, under general supervision, perform a variety of responsible clerical tasks involving the negotiation function and the district human resources services to the staff and the public.

HUMAN RESOURCES ASSISTANT II: Journey level position of the series. Incumbents, under supervision, assist in the recruitment activities and examination of applicants for district employment; perform a variety of responsible clerical tasks involving the negotiation function and the district's human resources services to the staff and public.

HUMAN RESOURCES ASSISTANT III: Incumbents, under supervision, take primary responsibility for the procedural operations in the recruitment, examination, and selection of candidates for district employment; perform a variety of responsible clerical tasks related to employer/employee relations and assist in providing clerical tasks related to employer/employee relations and assist in providing human resources services to the colleges and the public. Review applications and evaluate for eligibility; assists Director of Human Resources with affirmative action recruitment; assist campus personnel with part-time faculty recruitment. Assigned tasks required initiative, tact, organizational ability and the application of good judgment.

QUALIFICATIONS

Promotional

General

Human Resources Assistant I

One year of experience in Los Rios CCD as an Administrative Assistant I or equivalent.

Two years of secretarial/clerical/accounting experience including one year equivalent to Administrative Assistant I in this district.

Human Resources Assistant II

One year of experience in Los Rios CCD as a Human Resources Assistant, Administrative Assistant II or equivalent experience.

Three years of secretarial/clerical/accounting experience including one year equivalent to Administrative Assistant II in this district.

Human Resources Assistant III

Two years of experience in Los Rios CCD as a Human Resources Assistant, Administrative Assistant II or equivalent experience

Four years of secretarial/clerical/accounting experience including one year equivalent to Administrative Assistant II in this district.

EDUCATION (ALL LEVELS): Equivalent of two years of college-level courses with emphasis in accounting, office administration, office technology, business, human resources or related field. (Additional qualifying experience may be substituted for the education requirement on a year-for-year basis).

KNOWLEDGE OF

ALL LEVELS: Basic elements of correct English usage, spelling, vocabulary, punctuation, and arithmetic; proper office procedures and methods; letter and report writing, receptionist, telephone techniques and filing systems; standard office equipment including data entry and word processing equipment.

ABILITY TO (ESSENTIAL FUNCTIONS)

HUMAN RESOURCES ASSISTANT I: Learn, interpret and apply rules and regulations concerning personnel transactions; data enter at a speed proficient to complete the duties of the position in a timely manner; perform responsible clerical tasks including report preparation and letter writing; maintain complex filing systems efficiently; operate a variety of the latest office equipment, including but not limited to computers, printers, copiers and fax machines; communicate articulately and tactfully with those requesting information; administer skill tests.

HUMAN RESOURCES ASSISTANT II and III: Learn, interpret and apply rules and regulations concerning personnel transactions; data enter at a speed proficient to complete the duties of the position in a timely manner; perform responsible clerical tasks including report preparation and letter writing; maintain complex filing systems efficiently; operate a variety of the latest office equipment, including but not limited to computers, printers, copiers and fax machines; communicate articulately and tactfully with those requesting information; administer skill tests.

HUMAN RESOURCES ASSISTANT III: Organize operational procedures efficiently; work within prescribed timelines; direct the work of other human resources assistants; deal effectively and responsibility with problem situations; establish and maintain proper working relationships with those contacted in the performance of required duties; evaluate transcripts for minimum eligibility.