

NORTH COUNTY JOINT UNION SCHOOL DISTRICT
500 Spring Grove Road
Hollister, CA 95023

CONFIDENTIAL POSITION

JOB TITLE: Administrative Assistant/Human Resources Analyst

SALARY RANGE: 32

DEFINITION/BASIC FUNCTIONS: Under general direction of the District Superintendent, performs a variety of complex and responsible clerical and administrative support duties to the Superintendent and the Board of Trustees. Duties of this position require discretion, initiative, sound judgement and the ability to maintain strict confidentiality. The person in this position supports the positive public image of the District and the Superintendent.

Must be able to disseminate information regarding District policies and procedures, laws, rules, and regulations while performing a variety of responsible duties in the processing of salary and staff assignment data. Position requires extensive contact with District staff necessitating a high degree of confidentiality, tact and ability to work independently. This position involves collective bargaining and is designated "Confidential". Other related work as required.

DIRECTLY RESPONSIBLE TO: Superintendent

EXAMPLES OF ADMINISTRATIVE ASSISTANT DUTIES/ESSENTIAL FUNCTIONS:

1. Attends to administrative detail not requiring the immediate attention of the Superintendent
2. Receives and screens office visitors and answers telephone calls demonstrating tact and diplomacy
3. Performs complex and responsible duties including processing administrative research and preparing information needed in administrative decisions and in facilitating implementation of policies and programs
4. Manages the preparation of Board packet items including initiating Board agendas, tracking submission of items and assisting the Superintendent with preparation of agenda item back-up materials by researching and writing supporting materials. Distributes completed Board packets to Board Members, Administration and other staff as needed
5. Posts Board meeting agendas
6. Attends Board meetings and workshops, taking notes and official minutes. Transcribes minutes for review by Superintendent and approval of the Board
7. Maintains official records of Board minutes, supporting documents and resolutions
8. Registers Superintendent and Board Members for conferences/workshops and arranges for conference travel if necessary
9. Maintains Superintendent's schedule. Takes requests from employees, parents and community. Determines urgency of need and determines availability. Schedules appointments and follows-up to ensure Superintendent has necessary materials/information

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10. Knowledgeable of current laws pertaining to public noticing requirements and open and closed meeting procedures of the Board of Trustees. Researches and analyzes various sections of the Education Code and Government Code (Brown Act) to ensure compliance with all legal requirements in the posting of meetings and that proper procedures outlined in the law are followed during meetings
11. Oversees Board Policy and Administrative Regulation manual maintenance and update process ensuring District's policies accurately reflect current State and Federal law
12. Acts as Filing Officer for Statements of Economic Interests – Form 700
13. Composes correspondence and reports on own initiative; prepares, compiles and/or develops reports, memoranda and other documents. Composes and edits memos, letters and other documents as requested
14. Opens, reads and routes mail, marking important sections of mail and news to the attention of the Superintendent
15. Assists the Board in preparing evaluations, contracts and other documentation relating to the Superintendent, as requested
16. Prepares agenda for and attends weekly cabinet meetings
17. Attends negotiations, takes notes/minutes. Maintains negotiations records and prepares proposals
18. Attends certificated consult and classified employer/employee meetings; takes notes/minutes
19. Attends to administrative details on matters as assigned by the Superintendent. Performs special assignments and related duties as assigned
20. Maintains data base and all records relating to Interdistrict Attendance Agreements and Allen Bill Applications. Works closely with neighboring Districts and the County Office of Education when required. Provides information on application process to parents and other community members
21. Uses and develops strong and effective organizational and communication skills
22. Establishes, maintains and updates District files
23. Assists with classification and disposal of District records
24. Receives complaints and takes action if possible, or refers matter to proper personnel
25. Prepares annual District/School calendar for Board approval
26. Oversees District and School Website providing information to webmaster for development and update of website pages on a regular basis
27. Coordinates fingerprinting and other data relating to volunteer requirements (i.e. Science Camp Volunteers)

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EXAMPLES OF HUMAN RESOURCES ANALYST FUNCTIONS

28. Provides information on and interprets policies, rules and regulations to administrators and employees; answers inquiries regarding openings and hiring procedures; coordinates with Payroll and Finance Departments on matters affecting pay or benefits
29. Composes, types and distributes information concerning vacancies and promotional opportunities including employment ads for newspapers and employment website
30. Oversees and performs the personnel application and selection process
31. Receives and reviews candidate applications. Verifies qualifications and eligibility
32. Conducts new hire orientations
33. Initiates personnel action forms for all new employees as well as changes for current staff. Determines salary placement and qualifications for benefits
34. Processes classified and credentialed staff assigned data; inputs in payroll system
35. Creates work calendars for certificated, classified and confidential employees
36. Creates and maintains a variety of files and databases pertaining to employment and HR functions as well as wage, salary and budget information
37. Prepares Offer of Employment documents for certificated employees
38. Coordinates the reasonable assurance process for classified, certificated and substitute employees
39. Coordinates layoff, and reduction processes for certificated and classified employees
40. Initiates payroll changes based on personnel actions such as amendments, increments, longevity or terminations
41. Provides out processing and exit interviews for employee terminations, resignations and retirements
42. Establishes and maintains all employee personnel files and assures confidentiality
43. Provides information and assistance to certificated and classified employees as needed
44. Maintains all required eligibility records for all staff members, i.e. – TB tests, teaching credentials etc. and reviews monthly
45. Maintains and updates job descriptions as needed
46. Prepares and distributes required annual notifications for staff
47. Employee contact for health insurance including open enrollment
48. Primary contact and Custodian of Records with the California Department of Justice relating to fingerprints. Responsible for security, storage, dissemination and destruction of criminal records
49. Assists with the processing of personnel complaints, grievances, harassment charges and/or civil rights complaints
50. Attends and participates in professional group meetings; stays abreast of new laws and trends in the field of human resources as relevant to public education
51. Coordinates employee evaluation process in accordance with policy or contract to ensure that all records are filed and recorded
52. Prepares evaluations and contracts for administration at the request of the Superintendent
53. Assists with labor relations and negotiations as needed

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54. Prepares monthly Personnel Exhibit for Board action
55. Compiles information, prepares and submits mandated reports – J-90; CBEDS; Cal pads etc.
56. Organizes annual staff recognition for years of service
57. Maintains and monitors the substitute calling and absence reporting system
58. Monitors Department of Justice (DOJ) fingerprint and subsequent notifications

REQUIRED QUALIFICATIONS:

1. Any combination of training and experience which would indicate possession of knowledge, skills and abilities listed herein
2. Excellent communication skills and the ability to use judgement, tact, patience and courtesy when dealing with District staff, parents, and the public
3. Knowledge of office practices, procedures and equipment
4. Knowledge of English usage, spelling, grammar, and punctuation
5. Knowledge of Microsoft Office and Excel
6. Ability learn the operation of specific software programs
7. Ability to accurately perform routine mathematical calculations
8. Ability to compose effective correspondence
9. Ability to learn and interpret specific rules, regulations, laws and policies and apply them with good judgement in a variety of situations
10. Ability to work cooperatively with others
11. Ability to organize, set priorities, and meet deadlines with many interruptions
12. Ability to work independently with appropriate direction

TRAINING, EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

1. High School graduate or equivalent
2. Any combination of experience and education demonstrating the above knowledge and ability will be considered.
3. 5 years of complex and increasingly responsible secretarial experience including 2 years of experience as a secretary to a key administrator is desired
4. One year of Human Resources experience in a public school district is preferred
5. Experience working in a California public school district is highly desired; however, other combination of experience and education will be considered

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Physical Demands of Positions:

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Frequent

1. Ability to stand, sit, walk, twist, stoop, crouch, climb, kneel, bend over, grasp, reach overhead, push and pull (4)
2. Ability to see for the purposes of reading computer screens, hand held computers or cell phone screen, manuals, labels and other printed matter (4)
3. Ability to hear and understand speech at normal levels (4)
4. Ability to communicate so others will be able to clearly understand normal conversation (4)
5. Ability to lift 25 pounds (2)
6. Ability to carry 25 pounds (2)
7. Ability to operate office equipment (4)
8. Ability to reach in all directions (4)
9. Ability to perform fine motor coordination (4)

Work Environment

1. Mostly inside office but some working around school grounds
2. School environment
3. Work under pressure of deadlines and time constraints
4. Maintain emotional control under stress
5. Ability to cover other work stations
6. Ability to deal with interruptions

Work Hazards

1. Subject to exposure to communicable or infectious diseases

Daily Service 8 hours per day; 261 days per year

Board Approved: March 11, 2016