

GATEWAY UNIFIED SCHOOL DISTRICT

4411 Mountain Lakes Boulevard
Redding, CA 96003

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES

DEFINITION:

Under the direction of the Director of Human Resources performs highly complex and responsible administrative services to assist the Director of Human Resources in the areas of recruitment, selection and retention of District personnel; maintain personnel files and provide administrative assistant support for the Human Resources Department. Duties require access to and possession of information pertaining to employer/employee relations and confidential matters related to the collective bargaining process.

DISTINGUISHING CHARACTERISTICS:

This is a confidential classified position requiring a high degree of organizational planning, the performance of high level administrative duties and tasks requiring the exercise of independent initiative, knowledge, judgment and tact, and the ability to relieve the Director of Human Resources of administrative detail.

ESSENTIAL FUNCTIONS:

1. Interpret, apply, explain and maintain the District's personnel policies, contracts, regulations, and employment records.
2. Directly involved in union-related matters, including negotiations and staff reduction.
3. Involved in resolution of employee discipline and personnel issues.
4. Prepare evaluation forms; distribute to supervisors; notify administrative staff of due dates for performance evaluations; monitor receipt; process and file completed evaluations.
5. Prepare contracts for certificated employees and administrative staff; prepare and distribute change notification forms for both certificated and classified personnel; maintain a variety of personnel records; update personnel records regarding salary increases, TB tests, first aid certificates and related matters.
6. Maintain credential and No Child Left Behind documents for certificated personnel; analyze teachers' credentials for an appropriate match with current assignments; ensure compliance with regulations; receive and evaluate transcripts for salary placement; update records according to advancement requirements.
7. Prepare and distribute job announcements; receive, process and qualify applications; proctor exams; grade and tabulate results; inform applicants of results.
8. Receive reports and maintain data on workers' compensation claims; prepare reports; monitor claims.
9. Process purchase orders relating to the Human Resources Department.
10. Maintain a variety of personnel records including seniority lists, employee rosters, fingerprint logs and classified sub list.
11. Conduct orientation and processing of new employees; arrange for physical exams and background check; provide information on benefits.
12. Assists with the process, preparation and distribution of letters of assurance; notification letters related to sick leave and workers compensation; yearly work calendars; certificated substitute work days and PERS monitoring.
13. Maintain the Director of Human Resources calendar; schedules and coordinates appointments.
14. Receive and review all mail and correspondence directed to the Human Resource Department to assure its proper distribution.
15. Continued professional development in administrative, communications, human relations, financial analysis and management skills.
16. Maintains a high level of public image in all contacts.
17. Performs other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Ability to pass the General Clerical Exam administered by the district at the 70th percentile.
2. Ability to pass the Gateway Unified School District typing test at the net rate of 60 words per minute.
3. Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit.
4. Compose difficult letters independently.
5. Highly knowledgeable in Human Resources practices and policies through directives, interprets education codes and collective bargaining agreements.
6. Review and interpret highly confidential information; analyze situations to define issues and draw conclusions.
7. Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation and report presentations.
8. Use modern office practices and procedures and standard office equipment operation.
9. Analyze situations accurately and adopt an effective course of action.
10. Ability to self-start in performing responsible, complex administrative assistant and clerical work.
11. Provide leadership and training to employees in areas related to, but not limited to Human Resources.
12. Ability to supervise support staff as needed.

DESIRED QUALIFICATIONS:

1. A working knowledge (or quickly acquired knowledge) of the Gateway Unified School District Board policies and administrative regulations, general philosophy and beliefs.
2. Establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy.
3. Ability to maintain a flexible schedule. It is a 40-hour per week assignment; however, the hours of the assignment will vary depending on the requirements of meeting schedules for any given week; overtime hours in this position are common.

PHYSICAL CHARACTERISTICS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

1. High school diploma or the equivalent, supplemented by a coursework in clerical/secretarial or business related areas.
2. A minimum of five (5) years experience in a progressively higher level of executive secretarial/administrative work, including legal practices and record keeping duties.