

Administrative Assistant to Human Resources Manager

Purpose Statement

The job of Administrative Assistant to Human Resources Manager is done for the purpose/s of supporting administrator in carrying out his/her functional responsibilities and serving on behalf of the administrator as needed; ensuring and maintaining efficiency of office operations and productivity of personnel; documenting and communicating information, activities and actions; providing confidentially and system of access to information; coordinating and directing inquiries to appropriate parties.

This job reports to Human Resources Manager

Essential Functions

- Assists assigned administrator (e.g. coordinating recruiting processes, personnel investigations, disciplinary actions, department personnel actions, etc.) for the purpose of supporting him/her in carrying out his/her functional responsibilities and relieving him/her of day-to-day administrative detail.
- Compiles/Analyzes employee information, District policies, codes, standards, etc. for the purpose of ensuring compliance with established guidelines and/or providing clarifications, comparisons and/or recommendations.
- Coordinates oversees and/or performs department projects, activities and communication (e.g. employee attendance and leave data, substitute pay, contracts and at-will statements, employee salary/benefits projections meetings, schedules, calendars, etc.) for the purpose of maintaining efficiency of department operations, compliance with district, state and federal regulations and productivity of department personnel.
- Designs/Produces a variety of materials (e.g. brochures, reports, memoranda, letters, records, flyers, forms, booklets, calendars, etc.) for the purpose of communicating information.
- Organizes/Maintains records and files for the purpose of providing confidentiality and a system of access to information, preparing a variety of statistical and financial reports and posting, matching and processing information.
- Performs the duties of the Human Resources Manager during short periods of his/her absence for the purpose of ensuring that department and District objectives are met and that legal requirements are maintained.
- Performs a variety of (sometimes complex) human resources functions for the purpose of ensuring compliance with district policy / procedure, department process and all related laws and regulations.
- Prepares/Composes/Disseminates a variety of documents (e.g. correspondence, agendas, minutes of meetings, lists, reports, memoranda, etc.) for the purpose of documenting and communicating program activities and actions.
- Processes documents and/or materials (e.g. employment verifications, employee action requests, leave of absence, resignations, retirements, salary calculations, etc.) for the purpose of disseminating information to appropriate parties and/or maintaining a up to date reference trail .
- Researches a wide variety of (sometimes complex) human resources issues as needed and/or as assigned for the purpose of ensuring a timely, accurate and legally compliant resolution.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Reviews reports, forms, correspondence, records and other data for the purpose of verifying their accuracy, completeness and compliance with established standards and making corrections as needed.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade