Salary Grade 30

Summary Information:

Classification Title: Human Resources Assistant Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activit	ty Name	
611	Potential Employee Background Checking	Includes fingerprinting and other methods for verifying experience, credentials, and other characteristics of potential employees.
608	Leave Records	Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.
606	Retirement Processing	All activities related to the retirement of district personnel. May include retirement counseling.
331	Benefit Plan Administration	Assist employees/retirees in completing enrollment forms for all benefit programs. Answer employee/retiree questions. Compile and file reports.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
596	Personnel Records	Maintain applicant flow and employee personnel and salary records. Includes eligibility results.
601	Personnel Compliance	Ensure compliance with local, state, and federal regulations regarding all phases of employment. Includes certification monitoring.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
609	Personnel Reporting	Prepare personnel reports to meet various internal and/or external requests.

Activity Name (cont.)

O22 Filing Set up and organize files and manuals; count and alphabetize records; keep

files up-to-date; distribute as needed.

999 Assigned Duties Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or

High School diploma or equivalent with five years related experience

Supervisory Responsibility: None

Type of Supervision: None

Effective Date:	07/01/2003

Skill Identification

Managerial/Supervisory Skills	Important	Not Important
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
Delegation		
Individual/group leadership		
Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
Negotiating and/or persuading others to take action		
Promoting safety		
Supervising, coaching and developing employees		

	Office Skills	Important	Not Important
•	Checking grammar/punctuation		
•	Filing		
•	Perceiving detail in checking information/forms		
•	Reading comprehension (high school level)		
•	Operating word processing software		
•	Operating a computer terminal for data entry		
•	Operating automated spreadsheet software		
•	Scheduling appointments and/or travel		
•	Taking and distributing messages		
•	Taking dictation and meeting minutes		
•	General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
Advanced math - algebra, statistics, geometry		
Architecture		
Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
Craft skills (electrical, etc.)		
Drawing-figures/drafting		
Engineering		
Graphic arts		
Landscaping		
Good Judgment		
Work standards		

l		I .	I
•	Integrity		

Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

	Physical Demands	Important	Not Important
	I I JOONI 2 VIIMING	11110111111	
•	Balancing - maintaining body equilibrium to prevent falling when		
	walking, standing, or crouching		
•	Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		
•	Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms		
•	Color - Match or discriminate colors		
•	Fingering - picking, pinching, or other-wise working with the fingers		
	primarily (rather than with the whole hand or arm as in handling)		
•	Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin,		
	particularly those of fingertips		
•	Handling - seizing, holding, grasping, turning, or otherwise working with		
	the hand or hands (fingering not involved)		
•	Hearing - perceiving the nature of sounds by the ear or receiving detailed		
	information through oral communication, or making fine distinctions in		
	sound		
•	Lifting - raising or lowering an object from one level to another (includes		
	upward pulling)		
•	Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)		
•	Pushing - exerting force upon an object so that the object moves from the		
	force (including slapping, striking, kicking, and treadle actions)		
•	Reaching - extending the hands and arms in any direction		
•	Seeing - obtaining impressions through the eyes of shape, size, distance,		
	motion, color, or other characteristics of objects or people		
•	Sitting – placing your body in a chair, bending at the waist, with your		
	knees bent and back straight		