



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 West Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

HUMAN RESOURCES ASSISTANT

DEFINITION

Under the supervision of the Director of Human Resources, provide assistance and perform a variety of technical and confidential administrative duties in the areas of recruitment and selection, new hire processing, credentialing, employee status changes, HRS database management, substitute scheduling, workers' compensation, employee benefits and leave administration.

EXAMPLES OF DUTIES

1. Respond to routine inquiries and provide information to employees and the general public.
2. Provide clerical and administrative support to the Human Resources Director.
3. Assist with recruitment, scheduling interviews and new employee on-boarding process.
4. Assist with compilation and maintenance of employee files and HRS database management based on personnel status action reports.
5. Assist with coordination of substitute scheduling.
6. Maintain accurate lists, databases, and records pertaining to employment requirements.
7. Assist with preparation of Board agenda items.
8. Provide information and assist with employee benefits administration.
9. Assist HR Director with various research and/or special projects.
10. Maintain equipment and supplies.
11. Perform other duties as assigned.

QUALIFICATIONS

1. High School diploma.
2. Two (2) years increasingly responsible clerical experience involving frequent public contact, preferably in a human resources department.
3. Excellent organizational and customer service skills.
4. Strong written, verbal and interpersonal communication skills.
5. Proficiency in computer applications and database management.
6. Type accurately at a speed necessary for meeting multiple deadlines and successful job performance.
7. Proficient in English usage, spelling, grammar, punctuation, vocabulary, and arithmetic.
8. Possess a valid Driver's License.

KNOWLEDGE OF

1. Principles, techniques, procedures, and terminology related to human resources record-keeping and credentialing activities.
2. District rules, regulations, policies, and procedures.
3. California Education Code governing certificated and classified personnel management.
4. Federal and state labor law pertaining to human resource management.
5. Rules and regulations pertaining to secondary and post-secondary Career Technical Education.
6. Computer software applications and database systems utilized for data processing and maintenance of personnel and payroll records.

7. Correct English usage, grammar, punctuation, vocabulary, and spelling.

ABILITY TO

1. Maintain employee confidence and protect operations by keeping human resource information confidential.
2. Function in situations requiring tact and discretion.
3. Display the highest level of integrity.
4. Pay attention to detail.
5. Use sound judgment in performing responsible and confidential work.
6. Perform a wide variety of administrative human resources activities.
7. Interpret, communicate, and apply laws, regulations, and District policies and procedures.
8. Provide accurate information in accordance with established laws, regulations, policies and procedures.
9. Provide excellent customer service.
10. Utilize computer office software applications and database programs proficiently.
11. Operate standard office equipment, including: copy machine, printer, fax machine, and calculator.
12. Prioritize, organize, and complete a variety of tasks simultaneously with multiple interruptions and distractions.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily indoors in an office environment with periodic visitations to sites outside the boundary of the district and/or region. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule T / Range 18

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.