

# Administration

# Human Resources Assistant

Dept/Div: Administration

FLSA Status: Exempt

## General Definition of Work

Performs intermediate administrative work maintaining accurate personnel records, providing personnel information to a variety of individuals and entities, and related work as apparent or assigned. Work is performed under the limited supervision of the Human Resources Coordinator.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Assists with Coordinator of Human Resources with day-to-day business and payroll matters.

Independently performs data entry into the personnel/payroll database systems to ensure all employees are appropriately set up with pay rates and accurate personnel information separate from the payroll process.

Creates and updates queries and reports for data collection and reporting, including the collection and submission of personnel data for state and federal government reports.

Assists with completion of hiring and termination activities by processing forms, updating various databases, preparing standard licensed contracts and conducting candidate reference checks and employment verifications.

Prepares various documents for bargaining units based on accurate, up-to-date human resource information; provides information to staff as described in employment contracts; creates base -costing and scenario information for contract

Assists the human resources staff in the recruitment process, including occasional interviews of unlicensed staff; assembles and mails new hire paperwork packets; administers exams and processes identification badges for new staff.

Assists in the development and execution of procedures and information sharing to communicate human resource information more effectively and efficiently with staff districtwide.

Establishes, maintains and monitors records pertaining to seniority, years of service in the district, licensure and other human resources information and completes employment verifications for a variety of agencies.

Assists licensed staff in the licensure process, including preparing license applications and verifying staff maintain their licenses and qualifications for various licensed positions.

Records notes for contract negotiations.

Performs all other duties as assigned.

## Knowledge, Skills and Abilities

Comprehensive knowledge of applicable district policies, practices and procedures; comprehensive knowledge of education processes and best practices; thorough knowledge of employment contracts, licensing procedures, State and Federal government reporting, Human Resource data policies, best practices and procedures; thorough knowledge of hiring information, including salaries and schedules; general knowledge of time sheets and licensure records; thorough knowledge of Human Resources/Personnel Database software; comprehensive skill operating standard office equipment and applicable hardware and software; general skill evaluating program and curriculum effectiveness; general skill operating standard database systems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with administrators, similar outside professionals, district staff, consultants, parents and the general public.

## Education and Experience

Bachelor's degree and minimal experience in an office, HR or educational setting, or equivalent combination of education and experience.

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## **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires climbing or balancing and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

HR and Payroll Database.

Last Revised: 7/12/2019