

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Human Resources Assistant II
REPORTS TO: Executive Director of Human Resources
DEPARTMENT: Human Resources
CLASSIFICATION: Classified
SALARY: Range 508
BOARD APPROVED: June 23rd, 2021

SUMMARY DEFINITION: Under direction and supervision of the Director or Chief of Human Resources, performs advanced, specialized work in the Human Resources Department. Performs high-level, advanced clerical support requiring initiative and independent judgment and analysis in accordance with established procedures. Plan, organize and performs related work as required.

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Performs a wide variety of clerical tasks requiring independent judgment
- Interprets, and applies personnel rules, regulations, procedures, policies, contracts and precedent in the areas of employee selections and processing credentials and substitute system, including set up, data entry, and maintaining all HR systems
- May facilitate interviews
- May proctor tests
- Advertise and manage certificated and classified job opportunities; update and maintain job postings
- Review applications and related attachments; verify qualifications of applicants
- Coordinate, and arrange for, applicant interviews
- Attend recruitment fairs for prospective employees; counsel applicants; prepare reports
- Provides information and assistance to the public regarding job opportunities and personnel policies, procedures and practices
- Develops and maintains highly confidential records
- Ensures proper processing of employee personnel records (e.g. evaluations)

- Performs complex, detailed and accurate computer functions using the district personnel/payroll system; operate and understand personnel system functions to assure that data entered into HR systems interfaces accurately with Payroll, Budget, Technology, school sites and others
- May prepare certificated employee new hire contracts
- Conduct orientations/onboarding and provide information to new employees regarding personnel policies, salary placement, practices and procedures; distribute, collect, review and process employee paperwork for new hires
- Research, verify, assemble, complete, notify, and evaluate a variety of personnel data, HR forms and information (e.g. leaves and credentials)
- May perform administrative duties on special projects
- Keep accurate files
- Work under pressure
- Processing of payments for coaches
- Complete all duties in a timely manner with accuracy and without error/s
- Operates a variety of office equipment, utilizing computers with word processing software, spreadsheet and data base programs
- Attends job related meetings and activities specified by the Director, Certificated or Classified Personnel
- Adhere to district and contractual guidelines related to all aspects of human resources
- Performs additional duties assigned by the Director, Certificated or Classified Human Resources, Chief of Human Resources or designee

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of training and experience equivalent to increasingly responsible experience in performing high-level clerical, human resources or office management duties and in all aspects of office procedures involving familiarity with data processing procedures, including progressively responsible office duties.

KNOWLEDGE OF:

- Office management, human resources office functions, practices and procedures
- English grammar, punctuation and spelling
- Policies, laws and regulative procedures
- District organization and operations
- Computer operation and related software use

SKILL IN:

- Working independently
- Handling confidential material with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Operate a computer and related software

PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

LICENSES AND CERTIFICATES:

- A valid California driver's license is required

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting and TB testing