

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Administrative Assistant III, Human Resources

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist the Assistant Superintendent of Human Resources by planning, coordinating, and participating in the support activities related to the assigned responsibilities of District administration. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires initiative and exercises independent judgment in the application and follow-through of established procedures. This job class also requires extensive school, public, and organizational contact requiring the accurate interpretation of District policies, procedures, standards, and requirements. This job class may require functional and technical supervision over office staff. This is a confidential position.

SUPERVISOR: Assistant Superintendent of Human Resources

TYPICAL DUTIES:

- Processes administrative details not requiring the immediate attention of assigned administrator
- Performs varied and responsible secretarial duties to assist in the processing and completion of administrative operations
- Manages and processes discrete and confidential information
- Arranges committee and other meetings, as needed, preparing agendas and minutes and/or summaries of actions taken for appropriate approval and distribution
- Serves as official recorder at all confidential negotiation sessions, preparing agendas and minutes
- Assists in the preparation of materials for negotiation and interest-based bargaining for the certificated and classified bargaining process
- Coordinates the preparation and distribution of each collective bargaining unit's respective contract agreement and evaluation forms
- Types a variety of confidential materials including reports, memos, newsletters, correspondence, forms, and other complex material including statistical reports, etc.
- Receives a variety of documents and forms; checks for accuracy and verifies completeness and accuracy prior to processing
- Coordinates the preparation and distribution of the District's personnel directory and employee handbooks
- Assists in monitoring the Human Resources Department budgetary process
- Maintains a variety of specialized files, assures confidentiality of specified records
- Acts as liaison between Workers' Compensation carrier and employee regarding all claims
- Composes letters and memos from brief notes, oral instructions, or own knowledge of subject matter

- Coordinates, supervises, and monitors special projects, assignments, and activities as assigned
- Assists in coordinating communications within and outside the District regarding human resources administrative and operational functions
- Arranges interviews, appointments, schedules, and itineraries and maintains detailed calendar for the Assistant Superintendent of Human Resources, and/or other District staff related to functions of assigned unit(s)
- Compiles and computes statistical data and other technical material for routine reports as required
- Receives complaints and may initiate action to resolve the problem or refers to appropriate person
- Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques

Proper English usage, grammar, spelling, vocabulary, and punctuation

Theory, principles, and practices of public school human resource management, school human resource law and school district organization

Relevant State and Federal laws, regulations and procedures

Selection, transfer, reassignment, demotion, promotion, evaluation, and due process in human resource practices

Use of computerized human resource management information systems

Office management principles, methods, and procedures

Procedures and practices in public sector collective bargaining and interest-based bargaining

Ability to:

Understand and carry out complex oral and written instructions independently

Learn, interpret, and successfully apply assigned unit's policies, procedures, rules, and regulations

Type accurately at a rate of 65 words a minute from clear copy

Operate standard office equipment including computer, printer, typewriter, copier, and calculator.

Effectively utilize computer and computer technology for information management and data gathering

Use computerized human resource management information systems

Interpret current laws and regulations related to human resource management

Prepare and present clear and concise reports

Plan, organize, and coordinate a variety of projects

Apply good judgment in recognizing the scope of authority as delegated

Analyze situations and make decisions on procedural matters without immediate supervision

Maintain the security and confidentiality of specified records and information

Establish and maintain a variety of record keeping and data collection systems

Prioritize and coordinate work flow and time lines so as to meet established deadlines or due dates

Communicate tactfully and effectively in both oral and written forms

Collect, interpret and analyze complex technical data, as well as identify potential problems and prepare recommendations based on prudent public policy parameters

Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college with focus in school personnel and human resources principles and practices

EXPERIENCE:

Four years of increasingly responsible technical administrative and human resource staff experience

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational

ROCKLIN UNIFIED SCHOOL DISTRICT

ADMIN. ASSIST. III, HUMAN RESOURCES

opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment

Adopted: June 20, 2001
Revised: March 19, 2008