

HUMAN RESOURCES ASSISTANT

DESCRIPTION

Performs a variety of routine administrative support functions for the Human Resources department and staff development.

SUPERVISION EXERCISED AND RECEIVED

Supervision is received by the Human Resources Manager. Direction may be provided by Human Resources Generalists and Staff Development Officer.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Performs administrative support functions for human resources and staff development activities, including but not limited to data entry; preparing, updating and distributing correspondence and documents; filing; and taking meeting minutes for various HR related activities.*

Inputs and tracks employment documentation (i.e. I-9 forms and TB tests) to ensure compliance with applicable employment laws and district policies. *

Monitors and records staff development activities for both classified and academic personnel, including submitting salary advancements to Staff Development Officer or designee for approval.*

Assists in processing and maintaining records of hourly and part-time employees.*

Administers retention cycle and storage process.*

Assists with full-cycle recruitment activities as needed.*

Assists in preparing and posting internal/external employment announcements through various advertising sources.*

Inputs and retrieves employee and applicant data from the HRIS.*

Completes verifications of employment.*

Accepts and responds to subpoenas requests.

Assists in proctoring pre-employment tests.*

Assists with new employee orientation and processing.*

Provides general information and responds to questions, requests, and complaints from staff, faculty, and the public. Makes referrals to appropriate personnel as needed.*

Coordinates and schedules room reservations, supplies, and audio-visual equipment.*

Assists in updating department website.*

Assists in preparing department literature (manuals, fliers, brochures, pamphlets, etc.) for campus-wide distribution.*

EXAMPLES OF DUTIES (continued)

Orders, receives and stores supplies, also arranges repair of equipment.*

Prepares requisitions and work orders.*

May assist with special projects requiring updating, gathering and preparing data for reports.*

Provides work direction and training to student workers.

May verify time sheets for student workers.

Assists with special projects and performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Word processing and spreadsheet software programs.

Modern office practices and procedures.

Human Resources rules and regulations.

Business communication principles.

Proper file management.

Ability to:

Communicate clearly, both orally and in writing.

Deal tactfully with a variety of public contacts.

Interpret and apply pertinent laws, policies and regulations.

Establish and maintain accurate records.

Establish effective working relationships with administrators, employees and the general public.

Maintain confidentiality of program records and related Human Resources information.

Follow complex written and oral instructions.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A minimum of 20 units of coursework from an accredited college or university in Business, Human Resources or related field or possession of a Human Resources Certificate.

One year of administrative work experience in human resources.