

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO
ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

Purpose Statement

The job of Confidential Administrative Assistant to the Assistant Superintendent of Human Resources is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding District Human Resources functions, processes and procedures; ensuring efficient operation of all assigned support functions; and coordinating assigned projects and site activities.

This job reports to Assistant Superintendent of Human Resources

Essential Functions

- Administers HR media updates as needed (e.g., web-page, social media, newspaper, etc.) for the purpose of ensuring accurate dissemination of information.
- Communicates and deals effectively and courteously with the public, employees, and community members for the purpose of conveying and/or receiving information required to perform job functions.
- Compiles data from a wide variety of sources (e.g., updated Board Policies for Human Resources, time sheets, calendars, expenditures/budget, Internet research, designated employee processes, etc.) for the purpose of preparing reports, making recommendations and/or preparing information for assigned administrator and District employees.
- Coordinates a wide variety of projects, functions and/or program components (e.g., meetings, in-service events, travel and accommodations, District and State conferences and events, job classifications, salary studies, Family Medical Leave of Absence, Pregnancy Disability Leave, Child Bonding Leave, Catastrophic Leave, etc.) for the purpose of ensuring completion and execution of District activities and State processes.
- Coordinates a complex variety of meetings and events (e.g., all aspects of District, County and State CEOY and Teacher tribute processes, employee appreciation weeks, etc.) for the purpose of providing optimal planning, processing, communication, and implementation.
- Implements travel arrangements (e.g., fees, travel, accommodations, materials, etc.) for the purpose of ensuring error-free conference attendance.
- Keeps informed about school and district activities, requirements of the law and Education Code including those related to medical leaves, Board Policy and Administrative requirements, and other necessary information for the purpose of being knowledgeable on trends and changes for the functions of the office.

- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, complex employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains the highest level of confidentiality and ethical and professional behavior for the purpose of ensuring confidentiality and compliance with established policies and regulatory guidelines.
- Manages bi-lingual testing of personnel as assigned for the purpose of providing competent personnel for District site translation processes.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g., program components, meeting arrangements, account balances, work order status, employee records, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees budget processes (e.g., monthly and quarterly budget tracking, annual budget planning with Assistant Superintendent, etc.) for the purpose of ensuring historical documentation, entering departmental purchases, monitoring fiscal balances, and ensuring competent fiscal oversight.
- Prepares and processes a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, Board of Trustees agendas, operational procedures, manuals, statistical data, job descriptions, PowerPoint and video presentations, letters for all terminations, suspensions, reassignments, minutes for Board of Trustees meeting, etc.) for the purpose of documenting activities, providing complex written reference and conveying information needed.
- Prepares for negotiations, employee meetings, employee union meetings, other district meetings and conferences (e.g., records minutes, prepares confidential documents for union negotiation, takes notes, prepares follow up activities, etc.) for the purpose of documenting activities, providing written reference and conveying information.
- Presents information on administrative procedures (e.g., department/program policies, submission procedures, etc.) for the purpose of orienting new personnel, disseminating information to existing personnel, and representing Assistant Superintendent, as assigned.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, scholarships, student teacher placement, master teacher stipends and designations, verification of employment, subpoenas, catastrophic leave procedures, medical and family medical leaves (pregnancy, disability, FMLA, child bonding, etc.), etc.) for the purpose of ensuring the processing of materials, data, and information in compliance with administrative guidelines and regulatory requirements.
- Researches a variety of protocols (e.g., current practices, policies, education codes, etc.) for the purpose of providing information, recommendations, and current District, State,

Federals policies that address a variety of administrative and Board requirements.

- Responds to complaints and a wide variety of inquiries from internal and external parties (e.g., employees, administration, Board of Education, parents, students, county agencies, state and federal agencies, community citizens, etc.) for the purpose of providing information, facilitating communication among parties, providing direction, and taking appropriate steps for adjustment.
- Schedules interviews for administrative positions for the purpose of organizing and implementing all processes for interview event.
- Supervises work office personnel, ordering, receiving, distribution, inventory of supplies, and equipment repair for the purpose of ensuring efficient department operation.
- Supports assigned administrative personnel (e.g., Assistant Superintendent/Director of HR, Director of Personnel, and other administrators, as assigned, etc.) for the purpose of providing assistance with professional functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; planning and managing projects; communicating effectively, when writing and speaking; assessing issues and providing solutions; and planning and implementing all pertinent activities and events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: HR processes, regulations, and employee processes; District County, State, and Federal laws pertaining to School District employees; accounting/bookkeeping principles; business telephone etiquette; office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities;

communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; coordinating complex scheduling and implementation of HR processes; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience(Minimum): Four years job related experience with increasing levels of responsibility is required. Experience in an executive level office, preferably in a school district, is highly desirable.

Education (Minimum): 12th grade completion, plus additional schooling in specialized administrative support training. Community college and/or vocational school degree with study in job-related area is highly desirable.

Equivalency: Training and experience equivalent to 12th grade completion, plus additional schooling in specialized administrative support training.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.