



NEW:
07/01/2015

JOB TITLE:	HUMAN RESOURCE ASSISTANT
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8619
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides technical assistance in the area of Human Resources, as assigned, including recruitment, staffing, compensation, employee benefits, and employee relations ensuring compliance with federal, state statutes, and District policies and procedures. Assists with District employees, and state and local agencies for processing and dissemination of human resources information; plans and conducts employment information presentations

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Resolves administrative problems with applicants, employees, and District departments
- Handles inquiries and complaints to ensure quick, equitable resolution
- Develops information and statistical data to prepare reports and applications required for District decision-making and by law
- Maintains contact with administrative agencies outside the District to ensure prompt and accurate compliance with Human Resources
- Arranges and conducts employee information presentations
- Advises and counsels District personnel on Human Resources related issues and programs
- Coordinates meetings, conferences, and appointments and performs general office functions
- Provides assistance to Human Resources personnel in matters relating to the general business of the office
- Provides information to the other departments and the public, applying significant knowledge of District policies and procedures
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Three (3) years experience in the Human Resources functions
- Effective written and verbal communications skills
- Ability to organize a variety of duties
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in human resources management
- Experience in audio visual presentations as well as graphic communication

