



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT HUMAN RESOURCES
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 (HR), 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

Follows HR procedures and policies to recruit, screen, interview, and hire personnel

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 Specialist HR in matters relating to recruitment and staffing of personnel

Provides information to the other departments and the public, applying significant knowledge of District policies and procedures

Serves as the back-up personnel action approver to the HR partner

Completes all trainings and other compliance requirements as assigned by the designated deadline

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 of experience in the Human Resources functions

Effective written 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

Experience in a diverse workplace