



REVISED: Submitted:  
09/04/2024 09/03/2024

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|------------------------|---------------------------|
| JOB TITLE:             | ASSISTANT HUMAN RESOURCES |
| DIVISION               | HUMAN RESOURCES           |
| SALARY SCHEDULE/GRADE: | II, GRADE 6               |
| WORK YEAR:             | AS APPROVED BY THE BOARD  |
| 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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to assigned JCPS worksite for collaboration, customer support, and team interaction.

#### PHYSICAL DEMANDS

This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching.? The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).? Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).?

#### MINIMUM QUALIFICATIONS

Bachelor's degree

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| 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   |