



NEW: 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