

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Human Resources Assistant

Department: Human Resources

Location: District Office

Date: June 10, 2014

POSITION PURPOSE

Under general supervision, the Human Resources Assistant is responsible for performing a variety of administrative duties and providing support to the Office of Human Resources. The incumbent performs a variety of clerical services in one or more human resources area, including but not limited to, personnel services, benefits, employment, maintenance of personnel files, and employee correspondences, etc.

KEY DUTIES AND RESPONSIBILITIES:

1. Serve as front desk support for HR to service staff and the general public; respond to inquiries regarding information on job openings, hiring procedures and other human resources services.
2. Assist HR supervisor by preparing a variety of materials including letters, reports, schedules, agendas and minutes from notes, rough drafts, and verbal instructions.
3. Support other HR team members with the day-to-day operations in the HR office, including but not limited to: benefits administration, billing reconciliation, records keeping, Board Election preparations, seniority list and other reports etc.
4. Maintain HR web pages by updating content and graphics, monitor performance and results, and maintain HTML links.
5. Complete and process personnel data entry for employees including full-time, part-time, short-term and student employees.
6. Assist with the hiring/recruiting logistics: updates web-based job postings to reflect the most current status of positions open for application.
7. Process applications for job vacancies. Prepares reports on applicant flow, including sections on demographics. Maintains other applicant tracking activities such as mailing of periodic notices, acceptances, and status memos.
8. Pre-screen job applicant materials for compliance with minimum job qualifications and document requirements. Contact applicants to obtain supplemental information. Assemble job applicant materials into packets for review by other human resources staff and selection committees.
9. Process payments to benefit providers and monitor benefit eligibility.
10. Maintain tuberculosis clearances for regular employees; notify employees when a clearance has expired. .
11. Respond to employment verifications from various entities. Work with payroll/HR to gather and submit payroll information for employment verification inquiries.
12. Maintain and update personnel files and other confidential information with extreme discretion.
13. Perform other related duties as assigned.

Knowledge of:

1. A working knowledge of modern office procedures, methods, and computer equipment.
2. A basic knowledge of generally accepted personnel management practices, fair employment practices, and laws.
3. Sufficient human relations skill to project a positive image of the department, convey instructions to others and to deal with confidential information.
4. Principles and procedures of record keeping and reporting.
5. Sufficient language and writing skills to prepare routine correspondence.

Ability to:

1. Carry out all aspects of the position.
2. Learn and interpret the policies, procedures, techniques, and rules governing human resources management at the District within a reasonable time period.
3. Enter data onto data entry screens, access relational databases, and verify numerical and demographic information
4. Maintain cooperative working relationships and interact with employees, students, and/or the public in a helpful, courteous and friendly manner

Experience and Education:

1. One year of education, training, or certification beyond high school diploma or equivalent.
2. Experience as front desk or customer service associate or related in a service agency office.

WORKING CONDITIONS

Environment:

1. Typical office environment

Physical demands:

1. Position requires the ability to sit for extended periods of time with intermittent walking, standing, reaching, and occasional carrying and lifting of lightweight materials (under 20 pounds).
2. Requires visual acuity and depth perception to recognize people, words, and numbers. Requires sufficient hand and finger dexterity and hand/eye coordination to use a computer keyboard at 55 w.p.m., and use common office equipment.
3. Requires speaking and hearing ability sufficient to hear over a phone and carry on conversations.

Board Approved: 06/10/14

Revised: 6/2/14 (salary range change)

Salary Range: 75

EEO-Category: 2B3 – Technical/Paraprofessional