

**San Jose/Evergreen Community College District
Confidential Position Job Description**

Position: Human Resources Administrative Assistant

Department: Human Resources

College: District Office

Date: 12/21/2022

POSITION PURPOSE

Under general supervision, the Human Resources Administrative Assistant is responsible for performing a variety of administrative duties and providing support to the Office of Human Resources. The position performs a variety of support services in one or more human resources area, including but not limited to, personnel services, employment verification, maintenance of personnel files, and employee correspondences, etc. Incumbent assigned in this classification is exposed to sensitive information with respect to employer-employee relations during negotiation process and is designated as Confidential classification.

NATURE and SCOPE

This position provides basic administrative support to the head of Human Resources Department with responsibility for various service areas; performs clerical and standard office operational tasks; and supports various communications and activities for the administrator, other HR team members, district staff, vendors and the public. The incumbent in this position must possess knowledge and understanding of the district, including the diverse employee and student population. The position reports to the head of Human Resources, but may receive functional direction from other Human Resources staff members.

KEY DUTIES and RESPONSIBILITIES

1. Exercise judgment, in accordance with parameters set by administrator, in relieving administrator of actions not requiring their immediate attention.
2. Perform confidential secretarial and administrative activities for the Human Resources Office; screen telephone calls, incoming mails, publications, and other correspondences.
3. Receive visitors and callers, provide information as requested, and refer callers to proper administrator or department as appropriate.
4. Assist the administrator by preparing a variety of materials including letters, schedules, agendas and minutes from notes, rough drafts, and verbal instructions.
5. Support HR team members with the day-to-day operations in the HR office, including but not limited to: recruitment and hiring, benefits administration, billing reconciliation, personnel records keeping, and other office duties etc.
6. Enter and maintain finger prints and tuberculosis clearances for regular employees; notify and follow up with employees when a clearance has expired.
7. Respond to requests of employment verifications from various entities. Work with payroll and other HR staff to gather and submit payroll information for employment verification inquiries.
8. Initiate, maintain, and update a variety of personnel files and other confidential information with extreme discretion.

9. Maintain calendar and appointments of the administrator, including lodging and travel arrangements.
10. Serve as secretary to committees, prepare agendas, take and transcribe minutes, collect and distribute materials and information.
11. Assist in the preparation of departmental reports by gathering, organizing, and summarizing information from a variety of sources.
12. Monitor budget for multi-source budget account, compile and prepare information for budget development.
13. Open, sort and distribute mail; identify priority items.
14. Order and maintain adequate supplies as required.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Organization, time management and standard office procedures.
2. Principles and procedures of record keeping and reporting.
3. Word processing methods, techniques and programs.
4. Principles of business letter writing.
5. English usage, spelling, grammar and punctuation.
6. Modern office procedures, methods, computer equipment and office software applications.
7. Acceptable business and office etiquette.

Skills and Abilities to:

1. Maintain confidentiality of sensitive information.
2. Work independently in the absence of supervision.
3. Operate a variety of office machines including computer devices.
4. Communicate clearly both orally and in writing.
5. Analyze situations carefully and adopt effective course of action.
6. Effectively communicate and interact with persons of diverse backgrounds and abilities.
7. Establish and maintain cooperative working relationships with those contacted during the course of work.

Education and Experience:

1. Education equivalent to completion of the twelfth grade including or supplemented by specialized administrative or secretarial training and/or college level course work.
2. Two years of administrative clerical experience involving heavy public contact and primary support to an individual or department.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environmental Conditions:

1. Typical office environment.

Physical Conditions:

1. Essential and other important functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Date Approved: 12/20/2022

Salary Schedule: C-90

EEO Category: 2B4 – Secretarial/Clerical