

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HUMAN RESOURCES ASSISTANT

BASIC FUNCTION:

Under general supervision of Human Resources Administration and/or designee, the Human Resources Assistant performs a wide range of technical and administrative duties in support of VCOE's human resources and risk management operations. The position encompasses both human resources and risk management functions, including employee leaves, accommodations, Workers' Compensation, regulatory compliance, employee safety and training programs, and new employee onboarding. This role serves as a key point of contact for employees navigating personnel processes and risk-related procedures as well as ensuring regulatory compliance with federal and state laws and serves as a liaison between employees, leadership, outside agencies, and third-party vendors.

ESSENTIAL / REPRESENTATIVE DUTIES:

Serve as the first point of contact for new and current employees with questions regarding employment, onboarding, leave entitlements, and general HR processes.

Administer a variety of leave types including sick, personal, medical, FMLA, CFRA, baby bonding, catastrophic, military, and unpaid leaves.

Maintain all required documentation for leave processes: doctor's notes, qualification letters, return-to-work releases, and legal notices.

Facilitate the legally compliant Interactive Process (IP) for employee accommodations in collaboration with leadership and Risk Management.

Monitor leave usage and track extended absences to determine eligibility for 39-month rehire rights or other reemployment processes.

Provide support and guidance throughout the leave cycle, including individualized meetings to explain employee rights and responsibilities.

Review all monthly attendance reports submitted by sites and departments to ensure accuracy and proper coding.

Coordinate the substitute employee pool, including recruitment, orientation, placement, and compliance documentation.

Manage onboarding processes including fingerprinting, background checks, immunization verifications, and mandated training.

Enter, track, and maintain data within HRIS and other personnel systems.

Receive and process subsequent arrests.

Prepare correspondence, reports, memos, test materials, employment letters, and tracking documents for HR activities.

Assist in the preparation and posting of recruitment advertisements and job announcements; maintain an applicant tracking system.

Support the prevention and resolution of employee injuries and occupational safety incidents.

Assist employees in initiating and maintaining Workers' Compensation claims; monitor status and ensure timely updates and documentation.

Coordinate with claims administrators and medical providers; ensure accuracy of forms and supporting documentation.

Assist with corrective actions of safety inspections ensuring they are tracked and followed up.

Coordinate employee training on safety topics including CPR/First Aid, ergonomics, loss prevention, and workplace conduct.

Maintain accurate records and data for Workers' Compensation, CAL/OSHA compliance, employee accommodation, and incident reporting.

Assist in preparing reports and materials for emergency preparedness, risk assessments, and internal audits as assigned.

Support the reasonable suspicion drug/alcohol testing process as required by DOT and other regulatory entities.

Other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and state laws related to labor, disability accommodation, FMLA/CFRA, ADA, Workers' Compensation, OSHA, and CAL/OSHA.

Risk management concepts include safety programs, insurance claims, loss control, emergency preparedness, and regulatory compliance.

Modern HR practices include personnel administration, attendance tracking, recruitment, and onboarding.

Applicable collective bargaining agreements and employment policies.

Confidentiality practices and legal requirements related to employee data.

Office software includes spreadsheets, word processing, databases, and web-based systems.

Principles of excellent customer service and effective communication.

ABILITY TO:

Interpret, apply, and communicate complex legal requirements and policies to diverse audiences.

Organize and prioritize multiple tasks while meeting deadlines and maintaining accuracy.

Maintain confidentiality and professional judgment in sensitive situations.

Independently manage and track ongoing employee cases (leave, claims, accommodations).

Prepare clear, professional reports, correspondence, and documentation.

Use discretion and initiative to solve problems and escalate issues appropriately.

Establish and maintain cooperative and effective working relationships with staff, vendors, and external agencies.

Use technology proficiently to manage workflows and data systems.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to:

Graduation from high school supplemented by college-level coursework in business, human resources, risk management, or a related field.

Two years of progressively responsible experience in human resources, risk management, or related administrative support field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Some positions may require the ability to speak, read, and write in a designated second language.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, employees are regularly required to bend, stoop, squat, twist, kneel, walk, sit, reach, push, pull, and grasp to access materials or equipment and complete assigned tasks. The role involves lifting and carrying up to 30 pounds from various heights, including ground, waist, chest, shoulder, and above shoulder level, and may occasionally require traversing uneven surfaces. Frequent use of a computer and telephone is expected, along with a high level of focus for data entry, analysis, and documentation under strict deadlines. Employees must be able to manage frequent interruptions, shifting priorities, and sensitive interactions with empathy and professionalism. Clear communication in person, by phone, and via email is essential, as is the ability to read written and electronic materials and operate all required equipment. Additionally, employees must be able to travel throughout the county in a timely manner to various sites as needed.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment for this position is dynamic and fast-paced, primarily based in a fast-paced office setting with frequent movement across various areas. Employees regularly interact with the public, staff, and external partners, and may occasionally be exposed to challenging individuals or urgent situations. They must be prepared to manage potential confrontations with professionalism and composure. These conditions reflect the typical demands and challenges associated with performing the essential functions of this role.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.