CLASS TITLE: HUMAN RESOURCES ASSISTANT

BASIC FUNCTION:
The Human Resources Assistant represents the first in a multiple level career ladder governing human resources specialties. Advancement potential exists to Technician with demonstrated competency at coordinating a full range of human resources program support and services for a defined population of staff. Provides advanced clerical and secretarial support to human resources functions such as employment application processing, substitute employees, awards, employee transactions, and updates.

REPRESENTATIVE DUTIES:
Enters information on substitute employees to a substitute calling and locating system; 

Recruits, hires, trains and oversees substitute teacher/substitute paraeducator pool; 

Processes pre-employment information requests such as criminal background checks and fingerprinting; 

Prepares and sends correspondence to prospective job candidates; 

Enters data onto information systems using established data screens and procedures; 

May update web pages that announce job openings and other such information; 

Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential information. Maintains records on files used outside the office; 

Performs data entry for a variety of services and projects such as, but not limited to, updating of mailing lists used for recruiting, assembling data and information for surveys and reports, and updating of job classification information; 

Receives and screens telephone calls and inquiries, providing information and/or referring caller to appropriate individual(s) and/or organizational unit(s) for response; 

Greets visitors, staff, and the public, responding to questions about employment and general information; 

Accepts and processes job applications for recruited positions. Reviews applications for required information, including, as appropriate, transcripts. Maintains an application tracking system, ensuring up-to-date information on applicants and deleting outdated information; 

Receives and processes pre-employment information requests such as background checks, immigration and immunization verifications. Notifies employees of the need for immunizations per the requirements set forth in the education code; 

Provides employment and general information about the VCOE to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested; 

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Administer examinations, maintain test security, and provide guidance to job applicants;  

Use a personal computer for word processing, tabulating data on spreadsheets, accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens;  

Prepares reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents in support of functions;  

Coordinate and perform office and clerical work with speed and accuracy;  

Researches, responds to, or refers employees’ questions about personnel policies and procedures, including those found in collective bargaining agreements. Refers difficult inquiries to Technicians;  

Prepares position vacancy announcements from rough draft or instructions. May create for review and approval, vacancy advertisements to newspapers and periodicals;  

Receives, processes, and/or forwards to the appropriate source, employee information updates such as, but not limited to benefits, dependents, and status changes;  

Collects and assembles, and disseminates documentation of various personnel actions. Edits materials and prepares descriptive correspondence supporting such actions;  

Plan, organize and prioritize work in order to meet schedules and timelines;  

Maintain up-to-date files; and  

Performs other duties as assigned that support the overall objective of the position.  

**KNOWLEDGE AND ABILITIES:**  
**KNOWLEDGE OF:**  
Basic policies and procedures of assigned program or department;  
Modern office practices, procedures and equipment;  
Common office clerical terminology, skills, and practices;  
Record-keeping techniques, filing systems and information management;  
Interpersonal skills using tact, patience and courtesy;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Operation of office machines, including a microcomputer and computer terminal;  
Word processing, database, graphics, and other software applications used by the department or VCOE;  
Telephone techniques and etiquette; and  
Oral and written communication skills.  

**ABILITY TO:**  
Perform a variety of general clerical work in support of an assigned program or department;  
Learn and apply the policies and procedures of the assigned program or department;  
Read, interpret, and apply regulations, policies and procedures;  
Learn terminology of program or department;  
Use proper English and make arithmetic calculations rapidly and accurately;  
Plan and organize work;  

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Meet schedules and time lines;  
Communicate effectively both orally and in writing;  
Establish and maintain cooperative and effective working relationships with others;  
Perform duties effectively with interruptions;  
Maintain records and prepare reports;  
Type at 40 words net per minute from clear copy;  
Understand and follow oral and written directions; and  
Operate a variety of office equipment such as typewriter, computer terminal, word processing equipment, and copiers; and  
Operate fingerprint scanning equipment.

EDUCATION AND EXPERIENCE:  
Equivalent to graduation from high school; experience with general clerical office work, computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:  
Some positions in this classification may require a valid California driver’s license. Some positions in this classification may require the ability to speak, read, and write a designated second language.

WORKING CONDITIONS:  
ENVIRONMENT:  
Is subject to inside environmental conditions; some positions may involve periodic assignments in a warehouse environment (dusty and hot or cold).

PHYSICAL ABILITIES:  
Require vision (which may be corrected) to read small print, dexterity of hands and fingers to operate a computer and standard office equipment, sitting or standing for extended periods of time, reaching above the shoulders and horizontally to retrieve files and supplies, lifting objects weighing up to 30 pounds, and hearing and speaking to exchange information on the telephone or in person. May require stooping, squatting, pushing and pulling.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:  
Exposure to members of the public who may exhibit hostile, disorderly, or physically aggressive behavior.