

Administrative Assistant, Human Resources
District Office
Kern Community College District
JOB DESCRIPTION

Definition

Under the general direction of the Vice Chancellor, Human Resources, provides administrative assistance and performs comprehensive paraprofessional human resources services to administrative, academic, and classified employees; independently performs a wide variety of complex tasks.

Examples of Duties

1. Provide human resources-related advice and secretarial assistance to the Associate Chancellor and the Associate Director, Human Resources.
2. Independently manage administrative and office details not requiring the immediate attention of either the Associate Chancellor or Associate Director, Human Resources.
3. Perform a wide range of complex and confidential administrative and secretarial duties.
4. Take and transcribe dictation that contains information considered confidential by Education Code definition: proposed language changes for both CCA & CSEA contracts; take notes from investigation of complaints regarding discrimination, harassment, disciplinary proceedings, grievances, and other confidential matters.
5. Analyze needs, prepare, and monitor the District's centralized Human Resources budget, which includes Porterville College; process the District's HR expenditures; prepare budgets and process expenditures for the District-wide Staff Diversity Committee, for Bakersfield College's Staff Diversity Committee and the Staff Development Coordinating Council.
6. Respond to complaints and/or requests for information concerning human resources and/or employee-related policies and procedures.
7. Coordinate and prepare agendas and minutes for the District-wide Human Resources Council, District-wide Staff Diversity Committee, District-wide HR Banner Implementation Committee, and District-wide Fringe Benefits Committee.

Examples of Duties (continued)

8. Serve as chair of the Staff Development Coordinating Council's Off-campus Training Committee; approve and process expenditures; serve on the Campus Relations Committee.
9. Perform a variety of secretarial functions for the department; screen office telephone calls, schedule appointments and meetings with individual or groups, maintain HR Associate Chancellor's calendar, independently compose correspondence related to assigned responsibilities, compile information from various sources, prepare reports, maintain department annual calendar, provide general information to employees of the college and external agencies.
10. Consult with legal services as directed or as needed to provide and/or request information for highly sensitive or confidential Human Resources-related situations.
11. Assist in the planning and implementation of events; i.e. training, workshops, seminars, and meetings for the Associate Chancellor and Associate Director, Human Resources.
12. Facilitate the alcohol and drug testing of college employees as required by the Department of Transportation; process payment to the contract agencies for their services.
13. Gather and record mandated costs for all qualifying Bakersfield College activities and activities of the Associate Chancellor and Associate Director, Human Resources; e.g., grievances, ULP's, contract-related meetings, reorganizations/reclassifications, and annually submit a report of all reimbursable mandated costs to the District's Director, Budget and Business Operations.
14. Participate in the selection of part-time and student staff; may assist in staff training/workshops.
15. Ability to plan and organize work and oversee the work of others as directed or needed.
16. Organize and maintain filing system; maintain a variety of Human Resources and legal files and record logs directly related to area of assignment.
17. Review materials for completeness and conformance with established state, district, college, Board of Trustees, and Education Code Regulations and procedures; apply appropriate policies and procedures in determining completeness of applications, records, and reports.

Examples of Duties (continued)

18. Operate a variety of office equipment including a computer, typewriter, copy machine, calculator, facsimile machine, and telephone; input and retrieve data and text; organize and maintain data storage and filing.
19. Perform other related duties as assigned.

Qualifications

Minimum:

- Associate of Arts Degree [Equivalent: Four (4) years of related work experience.]
- Four years of increasingly responsible administrative and secretarial/clerical experience in human resources or a related area.
- Must have demonstrated ability to maintain absolute confidentiality in all human resources-sensitive concerns, issues, and situations.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desirable:

- Strong organizational and follow-up skills.

Knowledge and Abilities

- Knowledge of modern office procedures, principles of record keeping, basic arithmetic, business letter writing and basic report preparation, proper English usage, and computer applications.
- Ability to learn and apply District policies and procedures and appropriate sections of the Education Code.
- Perform tasks accurately and in a speedy manner.
- Identify problem areas within the scope of the position and adopted effective courses of action.
- Type or word process at 60 words per minutes.

Knowledge and Abilities (continued)

- Work independently.
- Prepare accurate correspondence and reports.
- Function effectively in a teamwork environment.
- Communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a confidential position. This position has access to and participates in the bargaining unit negotiation process.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)