

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE: HUMAN RESOURCES ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform responsible personnel and clerical duties in the areas of recruitment, examination, placement and maintenance of personnel records and files, and the preparation of related reports; provide information and assistance in person and on the telephone to College personnel, staff and the public regarding personnel matters.

**REPRESENTATIVE DUTIES:**

Perform a variety of personnel and clerical duties related to the recruitment, examination, selection and processing of classified or academic personnel as assigned. *E*

Provide information and assistance in person or on the telephone to College personnel, staff and the public regarding a variety of personnel matters, such as job availability, personnel regulations, policies and procedures. *E*

Receive and process information for personnel requisitions; prepare and distribute job announcements; place local and regional newspaper advertisements; prepare purchase orders for advertising and supply accounts. *E*

Prepare, type, update, monitor and maintain a variety of forms, reports, bulletins, records, schedules, lists, reference manuals and files according to established procedures; verify and post information as necessary to assure completeness and accuracy. *E*

Prepare, distribute, receive, record and maintain files of job applications, transcripts and other information; screen for completeness, file, or refer to appropriate department for selection process. *E*

Prepare and submit Board approval agenda items and pay authorization sheets; determine appropriate rate of pay according to established guidelines and procedures; audit and distribute paychecks; accumulate time sheets for payroll preparation; input correct pay codes, hours and other information into an assigned database. *E*

Process workers' compensation claims of injuries/illnesses for district office employees; coordinate workers' compensation services with SISC claims representatives; monitor employee utilization of workers' compensation leave benefits and coordinate compensated leave with the payroll office. *E*

Perform duties related to the examination of applicants as required; assemble and organize written examination materials; administer, correct and score written exams; notify final candidates. *E*

Schedule and arrange interviews; gather, type and distribute interview candidate and selection committee packets; schedule panel members; communicate with applicants interview requirements and arrange for equipment for applicants as needed; direct candidates to appropriate interview site. *E*

Distribute and process a variety of forms for employee status changes including new employment, promotions, temporary reclassifications, retirement, resignation and leave of absence; process paperwork related to workers' compensation. *E*

Conduct new employee orientation and provide information related to District policies, procedures and other information as needed; explain medical, dental, vision, life and other benefits available; assist with the completion of enrollment forms as needed. *E*

Order and maintain office supply inventories.

Maintain confidentiality of sensitive information regarding collective bargaining agreements and other sensitive information.

Attend a variety of meetings and participate on assigned committees as directed.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern Human Resource office functions, practices and procedures.

General payroll practices and procedures.

Record-keeping techniques.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic arithmetic.

##### **ABILITY TO:**

Perform responsible personnel and clerical duties in the areas of recruitment, examination, placement and maintenance of personnel records and files and the preparation of related reports.

Maintain the security of confidential materials.

Learn and apply personnel rules and related procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Understand and follow oral and written instructions.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree and two years increasing responsible general

clerical experience involving public contact.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*