

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: HUMAN RESOURCES ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Human Resources Director, perform a wide variety of clerical duties in support of support of human resources activities; prepare, maintain, process and verify various personnel data, forms, records and documents.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide clerical support of human resources activities and transactions.

Respond to inquiries and assist District employees and the public concerning matters related to position vacancies, employment and promotional opportunities, examination processes and schedules, personnel transactions and other areas of classified personnel.

Prepare and distribute recruitment announcements; serve as test proctor for written testing of applicants; contact other school districts and individuals to serve as panelists for interview panels; prepare letters and interview materials as directed.

Prepare evaluation forms; distribute to supervisors; process and file completed evaluations.

Serve as test proctor for written testing of applicants.

Set up and maintain personnel records; establish and maintain alphabetical, numerical and special subject files; search files in response to information requests compiling necessary data and information as necessary.

Receive, sort and distribute incoming mail and process outgoing mail.

Prepare, type, monitor and update a variety of forms, reports, bulletins, records and purchase orders.

Maintain the security and confidentiality of sensitive information.

##### **OTHER DUTIES:**

Perform related duties as assigned.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

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

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

Modern office practices, methods and procedures including filing systems, records and maintenance procedures.

Basic practices and procedures related to human resources.

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

Human Resources Assistant – Continued

Operation of a computer and assigned software.  
Oral and written communication skills.  
Data control procedures and data entry operations.

**ABILITY TO:**

Learn personnel procedures and practices.  
Perform a variety of clerical work with accuracy, speed and a minimum of supervision.  
Maintain the security and confidentiality of specified records and information.  
Understand and follow oral and written instructions.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Compose routine correspondence.  
Add, subtract, multiply and divide with speed and accuracy.  
Communicate effectively both orally and in writing.  
Meet schedules and time lines.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical experience including some experience in a human resources function.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to maintain files.  
Seeing to read a variety of materials.  
Reaching overhead, above the shoulders and horizontally.