

Prepare and maintain comprehensive records and files related to all aspects of human resources activities including information such as TB test results, fingerprint records, employment history, evaluations, retirement, completed training, certifications, and demographic data; assure security of confidential information as required by law and by policy.

Maintain and process educational obtainment information for professional growth and promotion of employees; collect, monitor and compile course completion and monetary awards statistics for Professional Growth Programs for employees.

Perform the employee onboarding process to include filling out necessary forms, assist in the synchronization of benefits, and connect the employee with their new department to ensure a smooth onboarding and orientation.

Assist with conducting research on establishing classifications, reclassification, and job descriptions. Help in the preparation of classifications, job descriptions and job announcements. Participate as a member of the classification committee.

Interpret, explain and apply terms of bargaining unit agreements; assist in grievances, conflict resolution, and complaint procedures; comply with federal and State laws and regulations, and District policies and procedures related to collective bargaining.

Assist in administering personnel performance appraisals; notify supervisors in advance of due dates, provide periodic training, update appraisal forms and maintain appropriate records.

Attend staff meetings, conferences and workshops.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, practices, terminology and procedures used in effective human resources administration.
- Recruitment, selection, and employment .
- Federal and State laws and regulations including California Education Code, Title IX, and California Government Code Title 5 as related to human resources.
- District policies and procedures related to human resources.
- Employee Relations and Organizational Effectiveness strategies.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical concepts and simple descriptive statistical and research methods.
- Interpersonal skills using tact, patience and courtesy.
- Records management techniques.
- Modern office practices, procedures and equipment.
- Computer software programs for data and word processing activities.

- 3 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 2 h. Ability to lift 10 pounds.
- 2 I. Ability to carry 10 pounds.
- 4 j. Ability to operate office equipment, computer, or related peripherals.
- 1 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.