

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HUMAN RESOURCES ASSISTANT III

RANGE: 20

BASIC FUNCTION:

Under the direction of the assigned supervisor in Human Resources, perform responsible administrative support and specialized duties in the Human Resources Office such as providing specialized technical assistance in the implementation of the human resources functions of Munis-Tyler Financial/Human Resources information management system; provide training and assistance to school districts using the Munis-Tyler system; perform substitute recruitment activities, coordinating interviews, orientation of new employees, maintaining web site information related to personnel and including inputting data and retrieval of a variety of reports from the employee management system; and other personnel related functions.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Assistant III incumbents perform responsible and complex duties requiring thorough knowledge of assigned functions in the Human Resources office. Human Resources Assistant II incumbents perform varied and responsible duties requiring thorough understanding of the Human Resources program. The Human Resources Assistant I is the entry-level classification in the series. Incumbents perform general clerical support and assist applicants in fingerprinting activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide specialized technical assistance and support in the implementation of the human resources functions of the Munis-Tyler Financial/Human Resources information management system and provide training and assistance to school districts using the Munis Tyler system.

Assist in year-end human resources functions with regard to employee data rollover in the College RUMBA system.

Monitor and audit employee data and records to ensure accuracy of information entered into the College RUMBA system.

Perform duties related to the substitute recruitment process; review and screen job applications for substitutes to determine eligibility for hire; evaluate substitute teacher applications and personnel actions to assure proper credentials are held; coordinate interviews, conduct orientation of new substitute employees and other assigned staff; provide handouts and schedule substitute training for new hires; create personnel actions; and maintain web site information related to substitute personnel.

Prepare and maintain a variety of records, reports and files related to recruitment, advertisements and

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assigned activities; participate in the implementation of an employee handbook for the County Office; design and prepare brochures, bulletins and announcements; develop and organize employment packets for new hires.

Input a variety of employee information into an assigned computer system; maintain automated employee files and records; generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

Assimilate data, generate and retrieve a variety of reports from the employee attendance management system.

Set up equipment for meetings and presentations as requested.

Communicate with County Office personnel, administrators, outside agencies and others to exchange information and resolve issues or concerns with discretion and confidentiality; referring more difficult or sensitive issues to supervisor as needed.

Serve as a trainer for the school districts in the area of recruitment, Ed-Join, and the human resources management system.

Operate a computer and assigned software; operate a variety of office equipment including a copier, fax machine, scanner, typewriter and others as assigned.

OTHER DUTIES:

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Participate in various special projects and events as assigned.

Train and provide work direction to staff as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources office functions, practices and procedures.

Applicable laws, codes, regulations, policies and procedures related to recruitment and assigned activities.

County Office operations, policies and objectives relating to assigned human resources activities.

Technical aspects of automated systems (i.e., human resource information management systems)

Record-keeping and report preparation techniques.

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

Telephone techniques and etiquette.

Modern office procedures and record-keeping techniques.

Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software (advanced proficiency with MS Office Suite)
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:

Perform complex and responsible administrative support duties in assigned functions of the Human Resources Office.
Serve as informational resource and provide assistance to employees, school districts, job applicants and the general public regarding complex human resources and personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated files, records and reports.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process forms and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Make mathematical computations with speed and accuracy.
Work independently with little direction.
Utilize a computer to input data, maintain automated records and generate computerized reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in a related field and three years of increasingly responsible experience in a human resources office.

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.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.