

**BARSTOW COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: HUMAN RESOURCE ASSISTANT

BASIC FUNCTION:

Under the direction of the Vice President of Human Resources, perform a variety of technical and confidential duties related to the day-to-day functioning of the department, including recruitment, benefits, and prepare and maintain records and reports for academic and classified employees; communicate with a variety of individuals to answer questions, and to provide and exchange information related to policies, procedures, rules and regulations.

REPRESENTATIVE DUTIES:

- Maintain District personnel files, records and other documentation for academic, classified, part-time and student employees and for volunteers, post and maintain health and benefits records such as immunizations, vacation, sick leave, personal necessity and comp time.
- Prepare and type position announcements for current and anticipated job openings, newspaper advertisements, salary schedules, handbooks, forms, employee rosters and other documents in support of the human resources function.
- Handle office mail and distribution. Prepare office correspondence. Serve as the primary clerical support for the Director of Human Resources. Prepare collective bargaining minutes and records.
- Prepare and maintain personnel files, including training and medical files.
- Perform confidential secretarial and clerical work in support of District human resources, and employee/labor relations functions. Prepare agendas and take and transcribe minutes of collective bargaining negotiations.
- Receives, handles, and stores confidential or sensitive personnel information. Maintains personnel files. This requires extreme discretion when dealing with oral and written communications about employees.
- Respond to requests for employment verification; input personnel related data into the computer system.
- Operate a variety of standard office equipment including a personal computer, computer terminal and applicable software, and typewriter.
- Perform primary Department receptionist duties for telephone and walk-up inquiries regarding employment opportunities, benefits and procedural information.
- Perform work related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in human resources and benefits administration.

General personnel practices, laws, procedures, methods and terminology.

Basic affirmative action, Title V, labor relations, and grievance policies and procedures.

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

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

Policies and objectives of assigned program and activities.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of difficult and confidential secretarial and clerical duties in support of the human resources, affirmative action and employee/labor relations functions.

Compose letters, memos, forms, position announcements and charts independently.

Operate office equipment including a personal computer and applicable software.

Communicate effectively with administrators, employees and the public.

Assume responsibility and exercise sound judgment.

Read, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Work confidentially with discretion.

Operate a computer terminal to enter data, maintain records and generate reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associates degree, and two years increasingly responsible human resource experience in a variety of the human resources area.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a typewriter and computer keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist, and hearing and speaking to communicate and provide information to others.

CONDITIONS OF EMPLOYMENT:

A full-time, 12 month, confidential position acquiring all rights and benefits of a regular District position. Placement on the Confidential Salary Schedule is Range 10. This position is subject to shift changes and may require some evening hours and weekends.

Board approved: 12/15/10