

**BARSTOW COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: HUMAN RESOURCES ASSISTANT**

**BASIC FUNCTION:**

Under the direction of the Human Resources Director, perform a variety of technical and confidential duties related to the day-to-day functioning of the department, including recruitment, employment orientation, benefits, and compensation; prepare and maintain records and reports for academic and classified employees; communicate with a variety of individuals to answer questions, receive complaints 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, including the processing of new employees, benefit enrollment, and contracts; 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. *E*

Assist in the preparation of employment examinations and interview questions; notify candidates of examination/interview schedules; notify candidates of test results and selection/non-selection decisions; assist with the evaluation of faculty transcripts for qualification compliance to teach various academic or vocational disciplines; prepare initial placement of part-time faculty members on the salary schedule; communicate with the County Superintendent of Schools regarding employment issues and requirements.

Orient new employees of the District's benefits package options; supply employees with enrollment forms and brochures; complete and forward benefits changes to the Business Office.

Prepare and maintain a variety of files and records, including workers' compensation and accident/injury files and reports, student insurance and income protection files.

File staff membership documents with appropriate retirement agencies for PERS and STRS enrollments; coordinate appointments with STRS or PERS retirement specialists for prospective District retirees.

Maintain collective bargaining minutes and records for Mandated Cost Claim; prepare and file with the State Controller.

Perform confidential secretarial and clerical work in support of District human resources, affirmative action, staff development, grievance and employee/labor relations functions. *E*

Prepare agendas and take and transcribe minutes of collective bargaining negotiations and meet and confer sessions with classified and faculty bargaining units. *E*

Prepare materials for labor relations, grievances, affirmative action, Title IX, and gender equity and unemployment insurance matters. *E*

Issue annual Notice of Assignments for classified employees; issue annual contracts for certificated employees; issue part-time faculty contracts each semester.

Assure applicants and employees complete required documentation for consideration for employment and for current and continued employment; update employee data in District files and in the County computer system. *E*

Respond to requests for employment verification; input personnel related data into the computer system.

Prepare personnel schedule for Board agendas regarding classified, faculty, student and short-term hourly staff. *E*

Perform a variety of clerical duties including typing and composing memos, letters and general correspondence from written and dictated material; process incoming and outgoing mail. *E*

Operate a variety of standard office equipment including a personal computer, computer terminal and applicable software, and typewriter. *E*

Perform primary Department receptionist duties for telephone and walk-up inquiries regarding employment opportunities, benefits and procedural information.

Prepare and compile a variety of reports, surveys, records and files, and respond to surveys from other districts and agencies.

Perform work related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

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

Applicable sections of State Education Code and other applicable laws such as OSHA and mandated health benefits.

State and federal laws, codes and regulations concerning human resources administration including the ADA, PERS/STRS requirements, labor laws, Fair Labor Standards Act, equal opportunity, affirmative action, workers' compensation and AB 1725.

State minimum qualifications for faculty, administration and other academic positions.

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.  
Applicable sections of the State Education Code and other applicable laws.  
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.  
Type at 50 words net per minute from clear copy.  
Communicate effectively with administrators, employees and the public.  
Assume responsibility and exercise sound judgment.  
Read, interpret, 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.  
Assemble, organize and prepare data for records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in business or related field, 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 Confidential I. This position is subject to shift changes and may require some evening hours.

Board approved: 12/9/98

A:HRASSIST.JD (CM)

