



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Personnel Assistant

JOB SUMMARY:

Under general direction of the Director of Classified Personnel, performs highly responsible and confidential administrative duties for the Director of Classified Personnel and the Personnel Commission; performs responsible technical work to serve employees and applicants using considerable independent judgment to interpret, apply and explain policies and regulations to officials, staff and the public including Merit System laws, rules and procedures.

CLASS CHARACTERISTICS:

Positions in this class serve the Director of Classified Personnel and the Personnel Commission. Performs highly responsible and confidential personnel duties related to recruitment and selection, reporting, and the administration, and interpretation of Personnel Commission rules and policies. Incumbents must have working knowledge of Board Policy & Administrative Regulations, Classified Collective Bargaining Agreement, applicable Education Code sections, Merit System laws and the organization of the District. This position is pivotal in facilitating the District classified employment program and the efficient daily operations of the Classified Personnel office.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Receive, screen and route telephone calls; refer calls or visitors to appropriate staff members; respond to requests, concerns and questions as needed; maintain an understanding of the programs and functions of the department and their relationship to the District operation as a whole;
- Coordinate communication and information from the Personnel department; obtain, interpret, apply and explain Merit System rules policies and regulations to officials, staff and the public; E
- Coordinate the preparation and distribution of Personnel Commission agendas; attend Personnel Commission meetings and record proceedings in a prescribed manner; prepare and distribute comprehensive minutes; maintain records of Personnel Commission meetings;
- Compile, edit or update Personnel Commission Agenda items for Administrative review;
- Compose letters, memos, statistical data and other materials with or without rough drafts regarding employment or other personnel matters;
- Perform a variety of clerical duties for the members of the Personnel Commission, including coordination of Personnel Commission requests, activities, record-keeping and preparation of Personnel Commission staff time-cards;
- Assist in the coordination of hiring activities including advertising, screening, and testing;
- Gather and prepare data required for preparation of board reports;

- Maintain a variety of complex personnel records, lists, files and records including confidential materials;
- Confer with administrators, employees and employee organizations, and public agency representatives in meetings, through correspondence and by telephone, relative to recruitment and selection, rules and personnel transactions;
- Assist Director in the preparation of an annual report to the Personnel Commission;
- Assist with the preparation of the annual departmental budget and administer budgetary expenditures;
- Input, access, develop, and maintain the classified employee database and retrieve information for routine and special reports as required.

Other Related Duties

- Use the job applicant database to create tailored job application announcements, forms, and documents.
- Maintain and recommend changes to the department’s website;
- May provide services to classified personnel regarding leaves of absence, serving as a resource providing information in conjunction with Collective Bargaining Agreements, Education Code, Labor law, and/or Merit Rules;
- Track and maintain accurate data, reports relating to leaves of absence for approval by the Board of Trustees;
- May administer the Workers’ Compensation program for the district, review and process claims, prepare required reports and update case records;
- May act as a liaison with several Workers’ Compensation related organizations.

SUPERVISION:

Receive general direction from the Director, Classified Personnel. Provide leadership, direction and coordination within the department assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of leadership, office organization and management, public relations, and training;
- Modern office methods, procedures, terms, equipment used in a personnel office including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Business office telephone techniques and etiquette;
- English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;
- Letter, report, and agenda preparation methods;
- Basic mathematics used in an office environment;
- Financial recordkeeping and report preparation;
- Principles, purpose, functions, policies, and practices of public personnel administration.

Ability to:

- Perform and organize difficult office, administrative, secretarial and clerical work involving independent judgment and requiring accuracy and speed;
- Review and evaluate job applications to determine whether applicants meet the established minimum requirements;
- Analyze situations accurately and adapt an effective course of action;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Operate various standard and specialized office equipment including a personal computer;
- Rapidly learn procedures and software as required;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Compose correspondence and written material independently;
- Maintain security and confidentiality of privileged and sensitive information;
- Develop, organize, locate, maintain diverse and confidential records;
- Understand, read, interpret, apply, explain laws/codes, and policies and procedures, Administrative Regulations, Board Policies, Merit System Rules, and Classified Collective Bargaining Agreement and verbal directions to specific situations requiring good judgment, tact and poise;
- Keyboard at a net corrected speed of 60 WPM;
- Interact with management, school staff, and community members effectively utilizing superior written and verbal skills as well as interpersonal and presentation skills;
- Analyze difficult and sensitive situations and adopt appropriate courses of action;
- Perform mathematical computations to update budgets, produce reports, maintain records, complete requisitions, travel reimbursements and other forms;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of applicants, administrators, and staff.

EMPLOYMENT STANDARDS:**Education:**

- High School Diploma or equivalent;
- 24 units of coursework in secretarial science or closely related college education may be substituted for one (1) year of the required experience below.

Experience:

- Three (3) years of increasingly responsible secretarial or technical personnel experience is required, preferably working for an administrator in a California Merit System School District.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions

Physical Demands:

While performing the duties of this job, the position is continuously required to sit, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent may: sometime walk; occasionally stand, lift, carry, reach, and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 40

Classified Bargaining Unit

Job Description Review New Classification Effective 5/19/2013

Job Description Review and Revisions effective: 5/12/16