

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES ASSISTANT (RANGE 19)

BASIC FUNCTION:

Under the direction of a Director or Administrator, perform responsible personnel duties in the area of classified or certificated recruitment, examination, personnel records and files, substitute coordination and other functions in the classified and certificated personnel functions; provide specialized information and assistance in person and on the telephone to District personnel, staff and job applicants; perform a variety of clerical duties in support of the Human Resources program.

REPRESENTATIVE DUTIES:

Perform a variety of responsible clerical and technical duties in support of the District's classified and certificated personnel program; communicate with applicants and employees and provide information. *E*

Provide information and assistance to District personnel, staff and the public regarding a variety of personnel matters relating to the recruitment and selection of applicants for advertised vacancies and coordination of substitute certificated and classified personnel; verify employment. *E*

Prepare, type, update and maintain a variety of materials related to assigned activities; verify, post and enter information as assigned; assure completeness and accuracy of materials; maintain various spreadsheet databases. *E*

Prepare, distribute, receive records and maintain files of job applications, transcripts and other information; screen for completeness and forward appropriate information for review. *E*

Contact new contract, hourly and substitute personnel and provide orientation to the District. *E*

Perform duties related to the examination of applicants as required; develop, assemble and organize written examination materials; administer, correct and score exams; identify accommodations to meet Americans with Disabilities Act (ADA) guidelines; establish eligibility panels and develop eligibility lists; prepare notification letters. *E*

Recruit panel members; schedule and arrange interviews; gather, type and distribute interview packets. *E*

Coordinate assigned personnel programs as assigned; prepare reports and lists for Board presentation. *E*

Compose, prepare, maintain and process a variety of confidential correspondence, records and reports. *E*

Operate various office machines. *E*

Select applicants exceeding job requirements and qualifications to interview with supervisors and managers for final selection for vacancy and long term assignments. *E*

Recommend revisions, modifications and development of recruitment and testing procedures.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Personnel office functions, practices and procedures.

Record-keeping techniques.

Operation of a computer terminal.

Oral and written communication skills.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform responsible personnel and clerical duties in the areas of recruitment and selection and maintenance of personnel applicant records and files.

Maintain the security of confidential materials.

Apply personnel rules and related procedures.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Type at 40 words per minute.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, human resources or related field and two years increasingly responsible clerical experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Considerable distraction and noise from constant interruptions and office activities.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Reaching overhead, above the shoulders and horizontally and kneeling and crouching to retrieve files.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read applicant materials.