

**CHICO UNIFIED SCHOOL DISTRICT
CERTIFICATED HUMAN RESOURCES ASSISTANT**

DEFINITION

Under direction, to provide complex administrative assistance and clerical support to the Assistant Superintendent of Human Resources relating to the recruitment, employment status, salary placement and credentialing of all certificated employees; to perform research and assist District administration with statistical data pertaining to staffing and budget projections; and to prepare and maintain comprehensive and confidential human resources records and files for all certificated employees.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Acts as an information source or liaison regarding policies, procedures, and operations of assigned administrative support functions.
- Conducts initial conversations or interviews in person or on the telephone with the public, employees, parents, students, vendors, and outside agencies and answers questions, interprets policies, resolves issues/problems/complaints.
- Exercises discretion and independent judgment in resolving problems. If needed, refers unexpected problems to the appropriate staff member.
- Responsible for all Public Record requests coordinating, responding and documenting.
- Makes decisions on routine administrative human resource issues; makes recommendations on non-routine, highly complex, or controversial issues.
- Provides administrative support and direction to program directors/managers/supervisors and provides guidance and assistance to other clerical positions assigned to the Department.
- Researches Ed Code, California Code of Regulations, Board Policies, Administrative Regulations and other regulator agencies' mandates and requirements relating to assigned areas of responsibility and recaps information, determines relevance to the program and/or makes recommendations to the administrator.
- Writes, edits, proofs and publishes policies, procedures, directives, reports, manuals, brochures, bulletins, memos, letters, and other forms of communication for the administrator.
- Routinely prepares and types correspondence, requisitions, reports, Board of Education agenda items, resolutions, contracts, applications, forms, manuals, and other related documents and information.
- Schedules meetings, conferences, travel, and appointments.
- Prepares agendas; organizes, schedules, and attends meetings; takes notes and prepares official minutes and/or summarizes, and distributes as required.
- Maintains comprehensive and confidential files related to certificated personnel, including credential, TB tests, tenure status, leaves of absence, professional growth courses completed, assignments, teacher evaluation forms, retirement records and other records pertinent to human resources functions.
- Verifies that proper credentials are held for current assignments; researches ways to correct assignments determined not to be properly made.
- Develops and maintains statistical data regarding certificated personnel; compiles and prepares reports for Federal, State and County agencies.
- Researches, compiles, and analyzes data and statistics using current technology tools for negotiations, salary projections, budget, and other employment areas; calculates costs for new positions, including salary, benefits, workers' compensation, and retirement costs; develops metrics and generates reports on human resources related areas. Makes recommendations based on interpreting data.
- Investigates and drafts proposals for contract negotiations.
- Provides information for certificated personnel, substitutes and prospective employees regarding credential qualifications and renewal requirements; assists in completing and processing applications.

- Reviews transcripts, resumes and recommendation letters to determine appropriate salary placement of certificated personnel on the basis of training, education and prior experience; prepares materials related to salary placement and employment benefits.
- Assists in the recruitment of certificated personnel; prepares job announcements for administrative, teaching, counseling and special education positions for traditional, year-round and special session openings; prepares internal flyers; directs the preparation and distribution of external announcements.
- Collects application material; screens applicants' credentials; schedules interviews appointments.
- Prepares employment contracts; prepares supporting materials for new hire orientation; confers with new employees.
- Confers with site administrators regarding employee progress; determines probationary or tenure status; monitors responses; reports to Assistant Superintendent of Human Resources.
- Confers with departmental administrators to verify staffing and budget projections; maintains certificated position control rosters.
- Confers with employees regarding specific employment plans; compiles responses; prepares reports.
- Prepares assignment reports, resolutions and other backup materials, including appointments, re-appointments, increases in assigned time, leave requests and status changes for Board of Education agendas.
- Provides information and answers questions for staff, outside agencies and the general public regarding credentials, policies and related matters.
- Advises employees on professional growth requirements; receives requests for in-service credits; evaluates completeness of request; informs employees of acceptance or rejection of request.
- Compiles data from a variety of sources and prepares reports, summaries, charts, and timesheets, and distributes or forwards to the appropriate person for processing.
- Participates in coordinating, organizing and maintaining the workflow of the Certificated Human Resources Department; provides lead supervision and training to assigned staff.
- Advises employees who are considering changing their teaching status regarding benefits, salary advancement credits and work assignments upon return.
- Provides notary service to employees on job-related documents as needed.
- Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Services and activities provided in a certificated human resources program, especially assignments/mis-assignments based on credentials.
- Methods and techniques of data collection, analysis, and report preparation.
- Basic mathematical principles.
- Intermediate level MS Office Suite or equivalent.
- Principles of lead supervision and training.
- Proper English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Type or operate a keyboard at a level proficient for success job performance.
- Create documents, databases, spreadsheets, graphics, presentation, and reports using MS Office Suite or a variety of office equipment including but not limited to: personal computers, email, internet, copiers, scanners, calculators, typewriters and telephones.
- Enter data and create reports using the District's Human Resource Information System.
- Conduct and interpret research on human resource topics.
- Safely operate a motor vehicle.

Ability to:

- Learn, interpret, and apply pertinent codes, rules and regulations, including District and department policies and procedures pertaining to assigned functions.

- Learn District and department organization, operations, and objectives.
- Perform responsible and difficult human resources work involving the use of independent judgment and personal initiative.
- Demonstrate exceptional customer service and respond to requests and inquiries for information regarding District and human resources laws, rules, regulations, Education Code, California Code of Regulations, Government Code, and other pertinent policies and procedures.
- Assess competing factors in problem-solving issues and use independent judgment; research information, efficiently and effectively proof and edit documents.
- Compose, compile, and tabulate data and information to prepare summaries and reports.
- Independently draft district-wide correspondence to school sites and employees.
- Work independently in the absence of supervision and be held accountable for results.
- Multitask in a timeline-driven environment; handle multiple concurrent projects and manage priorities and tasks.
- Maintain confidentiality of employee information.
- Understand the organization and operation of the District's Human Resources Department as necessary to assume assigned responsibilities.
- Respond to requests and inquiries for information regarding human resources policies and procedures.
- Perform mathematical computations quickly and accurately.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Effectively communicate clearly and concisely, both orally and in writing; must have the ability to de-escalate situations in person and over the phone.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Obtain a notary public license.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of increasingly responsible administrative, secretarial, or clerical experience, preferably in a human resources office, including experience with teaching credentials.
- One (1) year experience in school district is recommended.

Education:

- Bachelor's Degree preferred.
- Associate's Degree or higher preferred, with an emphasis in Human Resources, Public or Business Administration, or another related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Ability to obtain a notary public license.
- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS:

Essential duties require the following physical skills and work environment:

- Physical, mental, and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions including the ability to deal with angry/upset individuals in a calm and professional manner.
- Willingness and ability to travel to various district offices, buildings, and school sites.
- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.

PC - March 1996, October 2003, July 2012, March 2021, January 2024