

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

**DEFINITION**

Under the direction of the Executive Director/Director of Classified Human Resources, assists in the planning, coordinating, and managing of a comprehensive human resources program for classified employees. This position performs a wide variety of highly responsible, confidential, and complex administrative and clerical work in support of the Human Resources Department, including recruitment, selection, employment, and other activities and operations of the Department. This position participates in the effective establishment and maintenance of a variety of human resources records and reports requiring independent judgment in the application of established human resources policies and procedures, including legal statutes, Merit System Rules, administrative regulations, and bargaining unit agreement. This job requires considerable discretion, initiative, accuracy, attention to detail, organizational skills, and the ability to multitask within strict timelines.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Acts as information resource or liaison to internal and external patrons regarding District rules, collective bargaining agreement, codes, practices, policies, and procedures regarding classified human resources.
- Makes decisions on routine administrative human resources issues; makes recommendations on non-routine, highly complex, or controversial issues.
- Conducts initial conversations or interviews in person or on the telephone with the public, employees, parents, students, vendors, and outside agencies; answers questions, interprets policies, and 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 Records requests coordinating, responding, and documenting.
- 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, School Board Policies, Administrative Regulations and other regulatory 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, work calendars, and other forms of communication for the administrator.
- Routinely prepares and types correspondence, requisitions, reports, School Board of Education agenda items, Personnel Commission items, resolutions, contracts, applications, forms, manuals, and other related documents and information.
- Schedules meetings, conferences, travel, and appointments.
- Assists in the preparation, organization and oversight of the department budget.
- Ensures all recruitment and hiring activities comply with Merit System Rules and Collective Bargaining Agreement.
- Coordinates and participates in recruitment functions and activities, including advertising, posting announcements of exams, testing, and screening activities; develops interview questions and screening tools for exams.
- Develops and maintains employment eligibility lists; certifies candidates for employment selection.
- 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.
- Maintains Human Resource Information System records and compiles reports from database as needed.
- Develops, establishes, and maintains seniority records, salary placement, and position control for classified personnel; prepares, maintains, and provides salary placement information to District staff.
- Performs District website maintenance and updates as needed.
- Assists supervisors with employee evaluations and discipline; compiles, revises, and distributes disciplinary paperwork as needed.
- Compiles and provides Classified Human Resources actions to the Board of Education; prepares reports and materials for staff regarding Board of Education actions and decisions.
- Serves as secretary to the Personnel Commission; prepares agendas, organizes, schedules, and attends meetings, compiles and prepares minutes and distributes as required; assists in the preparation of the annual report.

- May record at negotiation sessions with District staff.
- Participates in coordinating, organizing and maintaining the workflow of the Classified Human Resources Department; provides lead supervision and training to assigned staff.
- Assists in organizational training and development efforts.
- Provide notary service to employees on job-related documents as needed.
- Performs related duties and responsibilities as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

- Merit System or civil service human resources management.
- 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 successful 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 districtwide correspondence to school sites, other work sites, and employees.
- Work independently in the absence of supervision and be held accountable for results.
- Multitask in a timeline-driven environment.
- Maintain confidentiality of employee information.
- Obtain a notary public license.
- Exercise sound 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.
- Understand and apply technical procedures and requirements.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

### **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 statistical record keeping.
- Two (2) years of experience as Human Resource Coordinator in Chico Unified School District preferred.
- Two (2) years of Merit System or civil service experience, preferably in a human resources office.
- 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 other 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.