



Position Title: **Personnel Assistant**

Department: Personnel

Reports To: Director of Personnel

SUMMARY: Provides confidential administrative support to the Director of Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Maintains confidential files including all District employee personnel and medical files
2. Assists with preparation of data for collective bargaining, contract management, and employment actions
3. Processes employment applications, sharing candidate information with principals and supervisors
4. Creates and distributes job announcements as required by collective bargaining agreements and policy (internal, District Personnel web page, employment offices, and miscellaneous internet posting sites)
5. Assists with scheduling candidate interviews, reference checks, and preparing interview questions
6. Schedules new hire drug testing and facilitates DOT monthly random drug testing with on-site collector
7. Processes new hire employees, providing new hire information regarding criminal history verification, I9, W4, and deduction forms
8. Submits licensure questions to Teacher Standards and Practices Commission on behalf of the Director of Personnel and completes TSPC license renewal forms verifying experience for licensed staff
9. Prepare monthly board summary of all personnel action and extra duty contracts issued since previous board meeting
10. Updates employee files to document personnel actions and provides information to payroll and fiscal services manager
11. Issues extra duty contracts for extra-curricular activities as requested
12. Provides required documentation to staff regarding FMLA / OFLA leave to ensure compliance with state and federal law
13. Completes workers' compensation claim forms and maintains files on accident information, and manages correspondence with workers' compensation carrier regarding return to work plans
14. Maintain OSHA log of accidents and notifies safety committee of all incident/injury reports
15. Tracks graduate coursework for licensed staff
16. Assists the Director of Personnel in the development, updating and revision of job descriptions and other documents as assigned
17. Compiles data and prepares reports for administration, as well as state and

federal agencies

18. Provides staff directories, personnel data and other documents as requested
19. Responsible for processing, tracking and distribution of university credit vouchers
20. Prepares disclosure forms, experience verification forms and sick leave transfer information for former employees
21. Corresponds with district staff and stakeholders via email
22. May be asked to translate, if applicable
23. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High School Diploma or equivalent required, with some college preferred. Previous experience in Personnel or legal work preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, proofread for accuracy. Ability to analyze and interpret governmental regulations, financial reports and legal documents. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public. Ability to maintain poise and composure when dealing with unhappy or distressed members of the staff or public. Must be able to maintain positive and pleasant demeanor under stressful conditions.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES: Ability to pass a typing test at 55 wpm and demonstrate ability to operate a personal computer and related software i.e. Excel and Access, and some form of data base program.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit; occasionally walk and stand and reach with hands and arms; occasionally lift and carry up to 50 pounds. Continuously repeats finger motions for extended periods of time while operating keyboard. Specific vision abilities required by this job includes close vision; very good depth perception; and the ability to communicate through speech. Usually the employee works in a quiet environment, however, frequent interruptions are a regular part of the work environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside and is occasionally required to meet deadlines with severe time constraints.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date