

JOB DESCRIPTION

May 2017

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

PERSONNEL ASSISTANT I, II & III

General Purpose:

A Personnel Assistant is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Personnel Assistant performs technical duties in the recruitment, hiring and processing of new and current personnel. Serves as a technical resource to employees, applicants, the general public, and district offices throughout Placer County regarding personnel functions, laws, codes, rules, regulations, requirements, policies and procedures. Performs technical and clerical work involved in all facets of the personnel functions.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs technical duties in recruitment, screening, selection, classification and processing of personnel.
- Prepares and maintains records, reports, and files related to recruitment, advertisements, and recruitment activities.
- Serves as a technical resource to County Office employees, applicants, other school districts, and the general public, regarding personnel functions, activities and requirements; responds to inquiries and provides technical and detailed information concerning related laws, codes, rules, regulations, practices, policies and procedures
- Updates and maintains related documents.
- Creates, maintains and updates various files and databases.
- Performs a variety of office assistance and administrative detail work.
- Operates computers and office equipment.
- Assists in the development and maintenance of job descriptions.
- Assists in processing new personnel to include conducting new-hire orientations and provides information and documentation to new employees regarding vacation days, sick days, benefits, salary and County Office, state and federal rules and regulations.
- Assists in processing Workers' Compensation forms and documents, providing information concerning Workers' Compensation standards, requirements and procedures to injured employees and preparing and generating claim documentation, and keeps current regarding related attendance information.
- Assists in determining employee eligibility for various types of leave as mandated by local, state and federal law and tracks and administers employee leaves.
- Researches a variety of personnel information and requirements as needed.
- Assists with generating computerized lists and reports; ensures accuracy of input and output data; develops forms and documents to meet department needs.
- Assists with processing and updating records and files.
- Assists with tracking absences of current employees, and applies vacation and sick leave accruals as determined by contract; notifies payroll of salary changes.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent is required.
- AA degree is preferred.

Experience:

- Work experience in education or a public agency preferred.

Personnel Assistant I:

- One year of experience including frequent public contact and work with human resources functions required.

Personnel Assistant II:

- Three years of increasingly responsible experience with proven knowledge and abilities in all areas of Human Resources roles and functions.

Personnel Assistant III:

- Five years of increasingly responsible experience with proven knowledge and abilities in all areas of Human Resources roles and functions.

Knowledge, Skills and Abilities:

- Knowledge of human resources office functions, practices, objectives and procedures.
- Knowledge of principles, techniques, procedures and terminology involved in the recruitment, screening, selection, classification and processing of personnel.
- Knowledge of record-keeping and report preparation techniques.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary and the ability to communicate effectively both verbally and in writing.
- Knowledge of intermediate mathematical computations.
- Ability to interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Ability to compile and verify data and prepare reports.
- Ability to learn County Office organization, operations, policies and objectives.
- Ability to resolve personnel-related issues and concerns with discretion and confidentiality.
- Ability to operate standard office equipment including a computer and assigned software.
- Ability to type from clear, legible copy.
- Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
- Ability to establish and maintain positive and effective working relationships with diverse populations.
- Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
- Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
- Ability to deal with problems or issues involving several variables in non-standardized situations.

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Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate issued within the last two years. Personnel Assistant I: 45 net wpm; Personnel Assistant II & III: 55 net wpm.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodations.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodations.
- Facility to drive an automobile or to arrange consistent method of transportation with or without reasonable accommodation.
- Facility to determine and differentiate colors with or without reasonable accommodation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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FLSA Status: Non-exempt


Employee Group: Classified

Salary Grade: Personnel Assistant I: 24.5
Personnel Assistant II 26.5
Personnel Assistant III: 28.5

Reviewed and Approved:

Supervisor: 

Date: 5/10/17

Human Resources: 

Date: 5/10/17