



Job Description

Job Title:	Secretary IV.5 – Human Resources Administrative Assistant - Classified	Department:	Human Resources
		Reports To:	Human Resources Manager
Schedule:	8 hrs per day, 12 months per year, About 260 days per year	Prepared By:	HRA/DDSD HR
		Prepared Date:	July 2021
Classification:	Class 16	Approved By:	HR
		Approved Date:	August 2, 2021
FLSA Status:	Non-Exempt	Updated by HR:	July 30, 2021

SUMMARY

Provides administrative support to the Human Resources Manager on classified personnel matters. Provides back-up support, organization services and record keeping for the Human Resources. This position handles confidential and sensitive information related to staff and salaries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. HR Desk Help
 - 1.1. Greet and assist applicants and district personnel.
 - 1.2. Answer telephones, respond to inquiries and take messages.
 - 1.3. Make photocopies, fax / scan documents and other clerical functions.
 - 1.4. Provide guidance to classified employees.
 - 1.5. Able to provide breaks to the receptionist.
 - 1.6. Route and distribute mail.
2. Administrative Functions
 - 2.1. Schedule and conduct classified new hire/rehire student and staff Orientations.
 - 2.2. First point of contact for new classified, managers, supervisors and confidential employees. Sending welcome emails and new hire paperwork.
 - 2.3. Enter data and process all classified personnel changes.
 - 2.4. Complete employment verifications.
 - 2.5. Prepare annual Service Awards.
 - 2.6. Prepare classified Staff Position Report for ODE.
 - 2.7. Provide back-up to for the Secretary IV.5 – Human Resources Administrative Assistant – Licensed and the Benefits Coordinator as needed.
 - 2.8. Update address and phone number changes in IV and OEBC weekly.
 - 2.9. Prepare annual DD Graduate report for Assistant Superintendent.
 - 2.10. Input new job titles into HRIS system.
 - 2.11. Annually update all salary schedules in HRIS system.
 - 2.12. Responsible for annual rollover and clean-up of HRIS system.
 - 2.13. Take staff and volunteer photos to create and distribute badges.
 - 2.14. Create and maintain employee files.



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- 2.15. Post jobs in Recruitment system, track applicants, report job results to supervisors, ensure the proper applicants were interviewed. Set up everyone who needs access the system and get proper access.
3. Recordkeeping
 - 3.1. Process, track and manage tuition reimbursement and tuition budget.
 - 3.2. Track and manage drug screens for all district permanent personnel.
 - 3.3. Post and track classified job postings on current applications System.
 - 3.4. Track classified evaluations in the current evaluation system managing assignments and completion.
 - 3.5. Review new hire education (degrees and/or earned credits) and administer and track the para-professional test as needed.
 - 3.6. Track and process classified new hire report to the classified union.
 - 3.7. Track and process monthly new hire report to send to the Oregon Division of Child Support.
4. Special Projects
 - 4.1. Manage all aspects of the districts early Benefits Fair. Coordinate vendor presents, order supplies, make payment arrangements, coordinating with custodial department the needs for that day.
 - 4.2. Assist with all aspects of the Educator Fair. Coordinate with Principals, make set up arrangement with IT, make payment, order supplies for the annual district Educator Fair. Attend the day before to make sure everything is set up.
 - 4.3. Organize, register for and attend recruitment / job events. Stay current with and continually research new avenues for recruiting talent.
5. Stay current with system information, changes and updates.
6. Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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/GED/equivalent; 1-2 years of experience is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.



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If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level require regularly (40-60%) adaptive and flexible responses due to changing priorities, need to juggle timeframes, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people.

PAY EQUITY SCOPE

The position has regular communication inside and outside the organization to exchange ideas and gather information with some responsibility for creation, development or design of new product, program, methods, system, procedures or policies. The requirement to create new ideas, and refine concepts is considered an on-going job responsibility. Occasionally special creative projects are also performed. Positions at this level have some impact to and influence on expense or budgetary outcomes. Dollar amounts influence would be considered limited. Responsibility for the prudent use of organization assets may extend beyond own work responsibilities to the work unit or department financial management. Positions at this level have some need or ability to analyze problem or concepts or make decisions on the information with some impact to and influence on organization operations, programs. Ability to influence outcomes occurs some but is limited to personal interactions with assigned customers. Some ability to influence organization image. Supervisory action would prevent or correct most issues. "Customer" service is a regular aspect of the position and actions could impact user satisfaction levels. Positions regularly contribute ideas about new work methods and systems, but decisions or actions which commit the organization or which are outside established policy/procedure are expected to be referred to others for final action. Positions at



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this level are expected to work under minimal supervision. Work regularly calls for decision, problem solving, and/or recommendations within scope of position responsibilities. Consideration of facts and options is required, but decisions usually have some precedent, resulting in only limited risk regarding outcome. Positions at this level must consider own work and work of others. Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future is required of positions at this level. Planning responsibility may also include identification of activities/solutions in concert with others.