



**DRAFT POSITION DESCRIPTION**

<b>Title:</b> Confidential Administrative Assistant – Human Resources	
<b>Department:</b> Human Resources	<b>FSLA Classification:</b> Non-Exempt
<b>Bargaining Unit:</b> None - Confidential	<b>Work Year:</b> 12 Month
<b>Reports to:</b> Assistant Superintendent of Human Resources	<b>Date:</b> Pending

**Salary Grade:** Confidential Salary Schedule – Range 18

**PRIMARY FUNCTION:**

The Confidential Administrative Assistant provides high level support to the Assistant Superintendent of Human Resources and is required to organize, lead, and perform varying activities; requires in-depth working knowledge of those particular clerical and secretarial principals, practices, fields of activity and specialties consistent with policies, guidelines and directives of the Human Resources Department. This position is classified as a Confidential position due to participation in employer/employee activities and gathers and prepares confidential information for management in regards to negotiations, grievances, employee discipline and layoff procedures and practices that relate to certificated and classified bargaining units. This position interfaces with a wide range of contacts including, but not limited to, District staff, local, county, and state government officials and agencies, parents, students, vendors and the general public. Works collaboratively with staff from other departments to meet the district goals and to ensure alignment of programs, services, operations and strategic plan.

**ESSENTIAL JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Under the supervision of the Assistant Superintendent, coordinates, assists and supervises complex and technical work related to the Human Resources Department involving the day-to-day operations, monitors assigned activities, critical timelines, etc., for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
2. Coordinates and schedules appointments and maintains Google calendar of meetings for the Assistant Superintendent, notify participants, preparing and distributing agendas and other meeting materials, reserving and preparing conference rooms, facilities, confirming dates and times and recording and transcribing meeting minutes and provide refreshments. Makes travel arrangements as directed.
3. Maintains a variety of specialized files and ensures confidentiality of specified records, proper handling of extremely confidential and sensitive information and understanding departmental functions and procedures.
4. Assists with the processing of confidential information including grievances, grievance resolution, employee evaluations, and discipline.
5. Coordinates, supports, and participates in new employee orientations as needed. Coordinates, supervises and monitors special projects, assignments and activities as assigned. Train and provide work direction to others.
6. Assists the Assistant Superintendent in preparation of employer/employee relation materials and other data needed for negotiations with certificated and classified personnel.

7. Composes, records and distributes documents, correspondence, board agenda items, bargaining unit agreements, agendas, minutes, Memorandums of Understanding (MOU's), Tentative Agreements (TA's), reports and contracts from a variety of sources.
8. Attends a variety of meetings and negotiations sessions as needed to take and transcribe minutes.
9. Update Board policies and administrative regulations related to personnel and complaints under the supervision of the Assistant Superintendent. Prepare and distribute yearly mandated acknowledgment of board policies and administrative regulations.
10. Evaluates situations and/or issues involving district employees, parents, the public, etc. for the purpose of taking appropriate action and/or directing to appropriate department for resolution.
11. Proactively develops and maintains highly organized files of correspondence, records, logs, budgets and other documents; maintains processes and records pertaining to the functions assigned to the Assistant Superintendent.
12. Maintains HR budget accounts for specified projects at the direction of the Assistant Superintendent. Provides quarterly HR budget reports working with fiscal budget technicians. Assist as required in the compilation and development of budgets for the department. Provides input for yearly budget based on vendor purchases and forecasting.
13. Creates requisitions, receives, stores and distributes supplies and office materials; oversees the maintenance of materials and equipment inventory.
14. Gathers data from a variety of sources; compiles information/statistical reports in accordance with general written and/or instructions; makes mathematical calculations.
15. Receives complaints, grievances, subpoenas and legal requests from parents, students, staff and community in accordance with board policy or collective bargaining agreements, process and procedures. Maintains files and logs for each case.
16. Maintain contacts and coordinates programs as necessary with other district departments.
17. Assists, supports and substitutes for the Chief Assistant to the Superintendent and Board of Education as needed. May include out of class assignments and attending board meetings.
18. Performs other duties as assigned, as directed by the Assistant Superintendent that support the overall objective of the position.

## **KNOWLEDGE AND ABILITIES**

- Sufficient human relations skill to communicate technical concepts and sensitive issues to others and convey a positive, service-oriented image of the department.
- Learn, interpret and apply school district rules, laws and policies with good judgment, while independently carrying out a variety of technical procedures
- Compose correspondence independently; take responsibility and use good judgment in recognizing scope of authority
- Deal effectively with a wide variety of personalities and situations with tact, judgment and poise
- Make arithmetic calculations quickly and accurately
- Demonstrated ability to maintain confidentiality
- Attention to detail, while possessing the ability to multi-task
- Proficiency in Microsoft Word, Excel, and PowerPoint, Google Drive, Docs, Sheets, Slides Gmail and Slides.
- Advanced Word Processing skills, such as the ability to format sections, multiple headers/footers; set tabs format text; format tables and forms; insert watermarks, AutoShapes, and work art; create templates, and use of merge functions.
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations; create workbooks; use multiple worksheets; format and print worksheets; sort lists and create graphs and charts.

- Advanced email skills, including the ability to edit preferences; customize tool bar, create folders, automatic reply and forward.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Creative and innovative team player.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

#### **WORKING CONDITIONS**

- Office environment.
- Overtime hours may be required to meet project deadlines.
- Some local travel may be required
- CA Driver's License required
- May be required to obtain first aid and CPR certificates

#### **MINIMUM QUALIFICATIONS**

- Minimum three (3) years of administrative and office support experience that shows a track record of providing a high level of support to an executive or principal of an organization.
- Persons with an Associate's or Bachelor's degree may combine experience with education.
- Experience working with a school district is desirable.

#### **TECHNOLOGY AND COMPUTER APPLICATIONS USED:**

- ESCAPE (SCOE)
- Microsoft Word, Excel, Power Point, and desktop publishing
- G-Mail, Google Calendar, Sheets, Docs Slide and Shared Drives
- Agenda Online
- Frontline (Aesop)
- InformedK12
- Illuminate Ed

#### **PHYSICAL ABILITIES:**

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds