

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1992

CLASSIFIED JOB DESCRIPTION

**STAFF ASSISTANT/HUMAN RESOURCES
(SEIU Local 1021 Salary Range 055)
Job Code: 892**

CLASS PURPOSE

Under general supervision, performs a wide variety of complex and advanced clerical and technical functions; provides administrative support in the Office of Human Resources.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Processes student hiring packets; creates electronic and paper student personnel files; maintains student personnel files.
- Performs fingerprinting services for employees and the general public.
- Assists in monitoring temporary, part-time faculty for salary step increase.
- Posts manual and automated compensable leave records used by academic and classified employees.
- Provides backup support in the maintenance of application files, preparing applicant registers and associated responsibilities.
- Assembles data and prepares basic reports. Collects and compiles statistical data and other information for inclusion into special and periodic reports.
- Performs research and compilation of information to assist department staff and assists with special projects, as required.
- Types a variety of correspondence, spreadsheets, forms, lists, labels, manuals, reports and other formats utilizing word processing, spreadsheet and database management programs (e.g., MS Word, Excel, and Access.); performs data entry and retrieval tasks.
- Provides applicant information to general public and district employees. Assists in mailing out job bulletins and other materials.

Job Description: Staff Assistant/Human Resources

- Assists with general filing and recruitment filing; copies a variety of materials; retrieves and faxes materials.
- Greets and assists visitors; screens and answers telephone calls.
- Receives, opens, date stamps, sorts and distributes departmental mail.
- Maintains and orders office supplies, forms, materials and other items as required; maintains adequate stock of copies of departmental forms; process requisitions as required.
- Provides administrative staff support in all areas of human resources, as assigned.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three (3) years of clerical and technical experience in general office work, including at least one (1) year of experience working in the human resources field; or an equivalent combination of training, education and qualifying experience which demonstrates the knowledge, skills and abilities to perform the duties of the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management programs (MS Office Suite).
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience in an educational human resources environment
- Experience in fingerprinting services (e.g., LIVESCAN)
- Experience and knowledge of employment intake processes.
- Experience in Human Resources Information Systems, preferably PeopleSoft.
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
- Ability to organize work and set priorities.
- Ability to complete complex and detailed tasks with accuracy and speed.
- Ability to work effectively and maintain work flow even when experiencing frequent interruptions and to meet deadlines

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

Job Description: Staff Assistant/Human Resources

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: May, 1998
 March 21, 2006