



1129 HUMAN RESOURCE MANAGEMENT ASSISTANT

Classification Summary

Provide administrative support and assistance to the Executive Director of Human Resources in operational management and coordination of department programs and services. Conduct labor relations research, data collection, analysis, and prepare reports and recommendations. Draft and coordinate confidential and sensitive communications and correspondences with employees, and external governmental agencies. Maintain department documents, policies, practices, and procedures. Coordinate and manage administrative projects of the Human Resources Administrators, internal and external reporting requirements, and the departmental budget. Perform other related administrative support work as required.

Distinguishing Characteristics

This classification is distinguished from the Human Resource Assistant II classification by the variety of human resource administrative issues and projects assigned in the area of executive support; including departmental budget management, labor relations and grievance issues, project management and integration of programs and policies in support of various Human Resources Administrators, and development and implementation of office management procedures. At the Human Resource Management Assistant level, the primary focus of work performed is on policies and practices requiring data analysis, information synthesis, independent judgment, and creativity in consensus building and problem-solving.

Supervisory Relationships

Reports to the Executive Director of Human Resources. Receives technical direction from other Human Resources Administrators.

Examples of Duties

1. Conduct research related to specified contract provisions, formal grievances, and litigation pertaining to collective bargaining agreements. Provide summary reports and recommendations.
2. Conduct data collection and analysis in support of the District's negotiation team and department. Research, analyze and synthesize information; identify implications; development management information reports; and provide recommendations.
3. Develop and maintain the District's labor relations record.
4. Develop, document, organize and maintain the department's internal and external policies, practices and procedures.
5. Assist in the development of the department budget. Track and forecast expenditures. Identify discrepancies and recommend alternative corrective actions of a fiscal management nature.
6. Compile, assimilate and develop reports required by Federal, State and other external agencies.
7. Draft and finalize Executive Director correspondences. Initiates direct correspondences and communications for the Executive Director.
8. Coordinate projects assigned to the Human Resources Administrators. Schedule reviews, monitor project status, and recommend corrective actions to ensure project completion.
9. Develop Human Resources Department agenda and information for the Superintendent and Board of Directors.

Required Knowledge, Skills and Abilities

1. Developed skills in conduct legal, contract, and administrative research. Ability to analyze and synthesize complex data, information, and issues.
2. Excellent interpersonal skills and ability to communicate effectively with District administrators and external officials.

3. Strong project management skills with emphasis on coordinating multiple projects involving numerous staff and administrators.
4. Command of written communication and the English language. Ability to draft, edit and finalize Director level correspondences and reports with minimum supervision and direction.
5. Skilled in the use of personal computers and familiarity with various computer software and applications.
6. Skill in managing organizational budgets and forecasting expenditure trends.
7. Ability to develop, organize and maintain an efficient system of department documents, policies, practices, and procedures requiring strong organizational skills.
8. Proficiency in compiling and maintaining detailed records and reports requiring a high degree of accuracy.
9. Ability of work independently and initiate actions where appropriate. Ability to exercise mature and professional independent judgment.
10. Skills in consensus building and conflict resolution.

Minimum Qualifications for Class Entry

Graduation from a two-year college in secretarial science or related field; and five (5) years of progressively responsible secretarial experience which included two (2) years at the administrative/executive assistant level. Any satisfactory combination of experience and training may be substituted except for the required administrative/executive assistant experience.