

## **SAN CARLOS SCHOOL DISTRICT**

### **HUMAN RESOURCES ASSISTANT**

#### **BASIC FUNCTION:**

Under the direct supervision of the Director of Human Resources, provides clerical support to the human resources office and provides substitute coverage to classified and certificated employees as needed

#### **ESSENTIAL DUTIES:**

- Monitors Affordable Care Act Database to ensure the District meets the Health and Welfare Benefits tracking requirements and works closely with Human Resources Director and Payroll Account Clerk to ensure accurate data is uploaded on a monthly basis.
- Monitors Sick Leave accrual or payouts for non-positioned employees, including substitutes.
- Maintains Sub-finder Database to ensure, employees hours and shifts reflect current schedules.
- Using the Sub-finder Database arranges for certificated, classified and Enterprise employees substitute coverage. Also, maintains all records necessary for tracking and payroll purposes, including producing monthly absence report.
- Inputs all employees employee absences in the leave tracking system and notifies Payroll of necessary payroll deductions due to insufficient accrued compensated leave.
- Answers leave tracking employee inquiries including providing supporting documentation to employees.
- Recruits, sets up interviews, holds new hire meetings for new certificated and classified substitutes and process new hire paperwork. Processes paperwork to notify the payroll office of employment termination of substitutes.
- Works with Human Resources Director and arranging Long Term Substitute coverage.
- Recruits, sets up interviews, holds new hire meetings for new unrepresented employees and process new hire paperwork. Processes paperwork to notify the payroll office of employment termination of unrepresented employees.
- Maintains Employees Shift Hours Worksheet.
- Maintains Job Postings/Hiring Log.
- Responsible for written communications to employees after Personnel Actions are Board Approved.
- With the direction of the Human Resources Director puts together New Hire Packets.
- With the direction of the Human Resources Director schedules and sets up Interviews.
- Works with Healthy Cities, Music for Minors, Legarza in checking Fingerprint clearance, also works with site volunteers in checking both fingerprinting clearance and ensuring TB test requirements are met.
- With Supervision of Human Resources Director meets with potential interns and processes paperwork, including, fingerprints, Tuberculosis test, new hire paperwork and possible contracts if needed.
- Files for Human Resources and Payroll offices.
- Front Desk Lunch Coverage.
- Regular Daily Attendance to perform assigned job duties.
- Performs general clerical work and other duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- An intermediate or advanced knowledge of Microsoft Excel
- Microsoft Office (Word, PowerPoint, Google Docs)
- Basic Human Resources practices preferred
- Basic office equipment use, such as fax machine, copier, computer, scanner
- Filing practices and Alphabetizing practices

##### **ABILITY TO:**

- Demonstrate excellent data analysis skills
- Perform routine clerical work with speed and accuracy.
- Maintain relevant data using spreadsheets.
- Understand and carry out oral and written instructions.
- Maintain cooperative relationships with teachers and co-workers.
- Learn office rules, methods and practices.

- Demonstrate outstanding organizational and project planning skills
- Manage multiple responsibilities simultaneously
- Demonstrate exceptional attention to detail
- Learn quickly in a fast-paced environment
- Identify challenges and proactively work to find solutions
- Effectively work as a team member
- Provide excellent customer service to staff and the public

**EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:**

- High School Diploma or equivalent
- Demonstrated aptitude on the PC or Macintosh computer (test required)
- Word processing at 45 wpm (test required)
- Two years of secretarial/clerical experience preferred.

**WORKING CONDITIONS ENVIRONMENT:**

- Indoor office setting.
- Early Shift required due to substitute coverage duties.
- During the summer months or break periods may be assigned to a regular office shift.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a variety of computer equipment.
- Sitting or standing for extended periods of time.
- Seeing to perform clerical duties.
- Push and/or pull a variety of tools and equipment weighing up to 25 pounds.
- Lift up to 25 pounds when needed.
- Carry up to 25 pounds when needed.
- Must sustain normal physical effort for 8 hours.
- Bending at the waist, kneeling or crouching.
- Ability to conduct verbal conversations.
- Hear normal range verbal conversation (approximately 60 decibels).

**HAZARDS:**

- Stress level Moderate to High.