



**Job Title: EXECUTIVE ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES**

**Definition:**

Under direct supervision of the Assistant Superintendent of Human Resources, perform a wide variety of complex technical and responsible clerical and secretarial duties to assist the Assistant Superintendent of Human Resources with administrative detail; organize and coordinate communications between the Assistant Superintendent, site, and District personnel, public and various outside organizations.

**Essential Functions:**

- Organize and manage the Assistant Superintendent of Human Resources' office to assure efficient office operations: coordinate communications between other District personnel; coordinate Human Resources Department meetings.
- Maintain calendar for the Assistant Superintendent of Human Resources; schedule appointments, conferences, workshops and make travel and hotel arrangements.
- Perform difficult secretarial and clerical work involving the use of independent judgment and an understanding of Human Resources and District policies and procedures.
- Provide information to administrators, other employees, and the public as necessary; interpret and explain State and Federal laws and guidelines, District policies, rules, requirements and procedures related to areas of personnel; responsible for being familiar with and knowledgeable about personnel procedures and protocol.
- Screen telephone calls and refer callers to other individuals as appropriate; resolve problems and questions from District personnel. Handles incoming calls with discretion.
- Interview callers, both in person and on the telephone, with questions regarding Human Resources, District Human Resources procedures and requirements.
- Review incoming correspondence, open, sort and route mail to the appropriate Human Resources staff.
- Compose correspondence on matters from notes, rough drafts or verbal instructions regarding Human Resources procedures.
- Maintain complex and confidential files including personnel, and correspondence.
- Operate a variety of office machines and equipment including computer, word processor, typewriter, calculator, facsimile machine and copier.
- Collect and consolidate data and back-up material to prepare Personnel Report.
- Prepare board agenda items.
- Initiate correspondence to each employee after approval of leave(s) of absences, resignation, termination, lay off.
- Prepare information regarding new personnel to be added to the email directory.
- Responsible for coordination of all recruitment out-of-state and out-of-country including completion of registration forms to each fair, make travel arrangements, hotel and car reservations. Prepare purchase orders for all of the above.
- Coordinates written contacts for executive cabinet.
- Maintains timelines for ongoing Human Resources activities.
- Maintain and prepare labor negotiations documents; prepare Certificated and Classified Agreements and/or contracts.
- Process evaluations of Human Resources Department staff.
- Maintain files having to do with Human Resources Department.
- Maintain Payroll/Time sheets records for Human Resources staff including reporting absences, vacation, etc.
- Prepare Calendars for each school year.
- Leads the hiring process for administrative positions.
- Assist with all district layoffs, reductions and dismissals.



- Maintain and update District board policies.
- Coordinator of California Basic Educational Data System.
- Assist Custodian of Records with subpoenas.
- Perform other related duties as needed.

**Secondary Functions:**

- This is a single position classification. All duties assigned are considered essential.

**Experience and Education:**

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 Experience:**

Any combination equivalent to: Graduation from high school including or supplemented by course work in accounting, office management or related field and five years increasingly responsible business administrative secretarial experience including extensive experience with word processing, graphics and data management software.

**Licenses and other Requirements:**

A valid California's driver's license.

**Mental Demands**

**Language Skills:**

Ability to: read, analyze, and interpret general complex periodicals, journals, technical procedures or governmental regulations; compile information and write reports, business correspondence, Board policies and minutes of Board meetings using correct English usage, grammar, spelling punctuation and vocabulary; read, interpret, apply and explain District and Board policies procedures, and applicable laws; communication effectively with others in person or on the telephone.

**Mathematical Skills:**

Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; maintain accurate statistical and financial records.

**Reasoning Ability:**

Ability to: solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral or diagram form or schedule form; learn quickly and apply specific rules, policies and procedures of the District and functions to which assigned; exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations; establish and review work priorities; work effectively with minimal supervision.

**Other Skills and Abilities:**

Demonstrate knowledge of:

The functions and administrative operations of an executive office.

District organization, operations policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.



Record keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Computer software including word processing, graphics and data management programs.

Demonstrated abilities to:

Exercise judgment in assisting the Superintendent with administrative details within a defined scope of established responsibilities.

Perform highly complex, responsible executive support and secretarial work for the Superintendent and the Governing Board.

Compose difficult correspondence independently.

Prepare clear and comprehensive reports and maintain complex records.

Meet the public in situations requiring tact, disciplinary and discretion.

Format, type, proof and edit complex documents.

Type accurately at an acceptable rate of speed.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Train and provide work discretion to others.

Work confidentially with discretion.

Assure compliance with applicable District policies, procedures and governmental regulations.

Interpret, apply and explain rules, regulations, policies and procedures.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

#### **Body Movement:**

Regular Activities: Sit for long periods of time, use hands and fingers to operate an electronic and other office machine; reach with hands and arms; bend, stoop, kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over telephones and in person.

Frequent Activities: Walk to other offices in the building to attend meetings or deliver materials.

#### **Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 10 pounds.

#### **Vision Requirements:**

Ability to: see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Position Environment:**

Work is usually performed in District office environment; subject to frequent interruptions, and contact with District employees and the public. The work environment is usually quiet but is sometimes moderately noisy because of noise from equipment or sounds of voices. Occasionally, the employee in this class may be required to drive to various locations to conduct District business.

**Exposures, Risks and Hazards:**

Normal risks and hazards associated with computer operation.

Board Approved: June 13, 2000

Job Title Change Board Approved: January 25, 2022

Revised: April 26, 2022



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

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