

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### EXECUTIVE ASSISTANT-HUMAN RESOURCES

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#### **DEFINITION:**

Under the direction of the Senior Directors of Human Resources, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the assigned Senior Directors of a variety of administrative details; interpret policies and regulations to officials, staff and the public; prepare and maintain a variety of data and information related to District employees and the Human Resources department; maintain confidentiality of sensitive and privileged information.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform highly responsible duties as the primary and confidential secretary to the assigned Senior Directors of Human Resources, relieving the administrators of a variety of secretarial and administrative details; maintain confidentiality regarding issues related to collective bargaining matters.
- Respond to requests, complaints and questions from officials, staff and the public, representing the Senior Directors of Human Resources by phone and written communication; interpret policies and regulations to officials, staff and the public.
- Input a wide variety of data related to the Human Resources Department and personnel into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data; review required documentation to ensure items received are acceptable for hiring purposes as assigned.
- Prepare and maintain a variety of complex lists and records related to personnel, financial activity and assigned duties, including those of a confidential nature; establish and maintain filing systems; prepare complex records for distribution to the Board of Education, CSEA, MTA, District staff, agencies and community organizations as assigned.
- Prepare agenda items for submittal to the Superintendent for Board of Education meetings as assigned; prepare Cabinet and Board items for review as requested.
- Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; initiate budget transfers as directed; submit purchase orders according to established procedures; assist the assigned administrators with budget development as required.
- Assist in the maintenance of fingerprint responses from the Department of Justice/Federal Bureau of Investigation; maintain drug and alcohol testing records and California Highway Patrol Audits for personnel as assigned.
- Process leave requests and notices of separation and update appropriate personnel and administrators according to established procedures; process pay claims and hourly sick leave accruals for substitute and part-time employees according to established procedures; process resignations, retirements and terminations according to established procedures.
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, lists and other materials related to assigned activities as directed; prepare, format, edit, proofread and revise written materials.
- Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations are required; verify information for staff and outside agencies as requested; process subpoenas for requested employee records according to established procedures.
- Coordinate and schedule various appointments and meetings; make travel arrangements as assigned; reserve facilities as assigned; maintain and coordinate the assigned Senior Directors' calendars; prepare and disseminate calendar of events as assigned.
- Track, receive and process classified management and confidential employee evaluations as assigned by the position.

- Assist with the preparation of proposed and revised job descriptions for Cabinet, Unit and Board review; assist with preparing information for related salary surveys and job description comparisons as assigned.
- Maintain department intranet web page as assigned.
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.
- Operate a variety of standard office equipment including a computer and assigned software.
- Train and provide work direction and guidance to assigned personnel as directed.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years of increasingly responsible secretarial or administrative assistant experience.

##### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 55 words per minute.

#### **DESIRED QUALIFICATIONS:**

- Two years of college-level course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

##### Knowledge of:

- Functions and secretarial operations of an administrative office.
- Organizational operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic public relations techniques.
- Operation of a variety of standard office equipment including a computer and assigned software.

##### Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Senior Directors of Human Resources of a variety of administrative details.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

- Compose effective correspondence independently.
- Maintain a variety of complex and confidential files and records.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints or problems.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Type and input data at an acceptable rate of speed.
- Plan and organize work.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Work independently with little direction.
- Work confidentially with discretion.
- Provide training and work direction to assigned personnel as needed.
- Communicate effectively both orally and in writing.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Indoor/Office environment.
- Constant interruptions.

**Physical Demands:** 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 individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to file and retrieve materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: ---**

**Board Approved: 11/27/06**

**FLSA Status: Non Exempt**