

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Confidential Human Resources Administrative Assistant	REPORTS TO:	Director, Classified Personnel
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	032 Confidential
ISSUED:	June 20, 2008		

BASIC FUNCTION:

Provide complex administrative support to assigned administrative personnel; coordinate activities of assigned administrative personnel; monitor assigned activities; provide information, recommendations and/or direction.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Compile data from a variety of sources (e.g. closing sites, vacancy in district, recall, etc.) for the purpose of complying with financial, legal and/or administrative requirements. **E**

Coordinate a variety of activities related to layoff and reemployment for the purpose of completing activities and/or delivering services in a timely fashion. **E**

Maintain a wide variety of confidential manual and electronic documents files and records (e.g. reassignments, reemployment, return from leave, displaced employees, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements. **E**

Monitor a variety of activities for the purpose of achieving goals and meeting target dates. **E**

Participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information and supporting the needs of the attendees. **E**

Prepare a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, operational procedures, manuals, handbooks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information. **E**

Process documents and materials for the purpose of disseminating information in compliance with administrative guidelines and/or state and federal program requirements. **E**

Research a variety of topics related to layoffs (e.g. seniority, layoff/recall procedures, current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements. **E**

Respond to a variety of inquiries from a variety of internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties. **E**

Support assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities. **E**

Train and direct the work of assigned personnel for the purpose of maintaining necessary staffing and enhancing productivity of staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration or other appropriate field, and one year of recent, related experience of acceptable level and quality

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic math, including calculations using fractions, percents, and/or ratios.
- Read technical information, compose a variety of documents, and/or facilitate group discussions.
- Solve practical problems.
- Bargaining union contract/s and education code related to school closures, layoff and recall procedures.
- Business telephone etiquette.
- Concepts of grammar and punctuation.
- Office practices and procedures
- Reading and writing English communication skills.

ABILITY TO:

- Work under limited supervision following standardized practices and/or methods.
- Direct other persons within a small work unit.
- Track budget expenditures.
- Utilize resources from other work units.
- Perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Plan and manage projects.
- Operate standard office equipment including pertinent software applications.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percents, and/or ratios.
- Read technical information, compose a variety of documents, and/or facilitate group discussions.
- Solve practical problems.
- Schedule a number of activities, meetings, and/or events.
- Routinely gather, collate, and/or classify data.
- Use basic, job-related equipment.
- Communicate with diverse groups.
- Display tact and courtesy.
- Maintain confidentiality.

Set priorities.
Be attentive to detail.
Establish and maintain effective working relationships.
Work as part of a team.
Work with frequent interruptions.
Work with others in a wide variety of circumstances.
Analyze data utilizing a variety of complex processes.
Operate equipment using standardized methods.
Work with a significant diversity of individuals and/or groups.
Work with data of varied types and/or purposes.
Utilize job-related equipment.
Problem solve to analyze issues and create action plans.
Independently interpret guidelines.
Problem solve moderately difficult issues with equipment.

WORKING CONDITIONS:

ENVIRONMENT:

This job is performed in a generally clean and healthy environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

Job Code 6537

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