STATE CENTER COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES ASSISTANT - CONFIDENTIAL

DEFINITION

Under direction provides assistance in recruitment, selection, processing of new employees, and on-going transactions for employees including research on collective bargaining issues.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex duties in accordance with general directions and requires lead responsibilities. This classification differs others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District’s employer-employee relations, making this position “Confidential”. This position differs from lower levels in the complexity of the problem solving responsibilities.

EXAMPLES OF DUTIES

Duties include researching and preparing recruitment materials; providing information to applicants; screening applications; coordinating the interview and selection process; preparing and processing paperwork for newly hired employees; preparing and maintaining applicant and employee records and agenda items for the Board of Trustees and/or Personnel Commission utilizing word processing, spreadsheets and database software; taking and preparing minutes of meetings; researching and preparing reports for submission to district, state and federal offices. Entering and retrieving data from computer system as needed. Assigning and reviewing the work of other employees and students assigned to the department. May perform other duties as needed.

EMPLOYMENT STANDARDS

Education: Completion of twelve college units in personnel or human relations management.

Experience: Experience in employee recruitment, selection, and personnel records management.

Knowledge and Abilities: Knowledge of personnel recruitment, selection and compensation procedures, state and federal employment and affirmative action laws, statistical techniques and their application, and classification surveys. Skill to perform technical work involving the use of independent judgment, collect and analyze data objectively and make decisions without immediate supervision, prepare and maintain accurate personnel records and reports, independently compose correspondence, perform mathematical and statistical computations, recognize and maintain confidential information, set up and maintain complex record keeping systems. Ability to use complex computer applications in word processing, spreadsheets, databases, and communications software. Ability to enter and retrieve data from computer system in appropriate format. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Section 18 Page 9
Approved: November 17, 1997
Title Change approved by PC: March 11, 2008
Salary Range: 57