ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES

DEFINITION

Under general supervision of the Director of Finance and Administration, this non-exempt Administrative Assistant classification serves as an assistant to the District management team and Board of Directors; relieving them of a wide variety of complex administrative details and responsible technical support work.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Administrative Assistant classification:

Human Resources Duties:

- Administer Human Resources and support administration of the Risk Management Program.
- Coordinate recruitment process, pre-employment physicals and background checks.
- Maintain personnel files; coordinates the District's Employee Benefit Program; enrolls new employees in group insurance; mediates for employees concerning benefit issues; manages and coordinates retiree health benefits.
- Administer COBRA notification, recordkeeping and billing.
- Assist in Coordinating Department of Transportation medical certificate renewals and random drug testing for commercial licensed employees; administers Department of Motor Vehicle Pull Reporting Program.
- Manage the District's Worker's Compensation and property and liability insurance Programs, including claims management, leave tracking, and integration with provisions of MOU and Family Medical Leave Act and Cal OSHA reporting requirements.
- Act as primary District point of contact between District insurer and public for any liability claims; manages the District liability coverage.
- Support investigation of any employee complaints.
- Provide administrative support for Board-related activities, as needed.

Physical Activities:

- Regularly use a telephone for communication.
- Work in an office environment; lift and move objects up to 50 pounds such as large binders, cases of paper, and small office equipment.
- Use and maintain office equipment such as computers, calculators, copiers, scanners, printers, facsimiles, audio-visual equipment and mobile devices.
- Sit for extended periods of time.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, State, and local laws and regulations related to Special District compliance.
- Contents of contracts, agreements, memorandum of understandings and other documents as they relate to District operations.

- Principles and practices for handling confidential or sensitive information.
- Operations, principles, procedures, policies and precedents of administrative support work.
- Computer systems, software applications, filing methods, records management, and recordkeeping.
- Contents of contracts, agreements, memorandum of understandings and other documents as they relate to District operations.
- Modern office practices and technology.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Effectively and appropriately execute confidential tasks.
- Perform a wide variety of complex and responsible technical administrative support work.
- Properly maintain records, policies, and procedures.
- Utilize computer systems and software applications effectively.
- Effectively represent the District, providing information related to District and departmental operations, policies, programs and functions with the public and other agencies.

QUALIFICATIONS:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Certification/Education/Experience/License:

- Certification:
  - Completion of a CSDA Board Secretary Clerk or advanced educational training certificate in Human Resources.

- Education:
  - Completion of a Bachelor's of Science Degree from an accredited college or university in Public Administration, Human Resources, or other closely related program.

- Experience:
  - A minimum of three (3) years of increasingly responsible experience in performing a wide variety of office and administrative analysis and support work for a public agency or water utility.
  - Two (2) years of responsible experience administering Brown Act meetings and two (2) years of responsible experience processing human resource-related work is highly desirable.

- License:
  - Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all- inclusive. They represent typical elements and are necessary to successfully perform the job.