

North Wasco County School District
Job Description – Executive Assistant – Human Resources

Title: Executive Assistant for Human Resources

Classification: Confidential

Reports To: Director of Human Resources

Work Year: 260 Days

Job Purpose Statement:

The job of Executive Assistant for Human Resources is to provide confidential, administrative and secretarial support to the assigned administrator; communicating information on behalf of the District and District Administration to other staff, districts or agencies; ensuring compliance of department/program activities with financial, legal and administrative requirements; assistance to, but not limited to, the following functions: Employee and Labor Relations, Human Resources Operations, School Services, Staffing, NCLB (High Qualified Staffing), Leave, and Employee Recruitment.

Job Requirements - Qualifications:

To perform the job of Executive Assistant for Human Resources, 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

- Utilize District web based management software programs such as AESOP, Talent Ed Perform, SunGard, Recruit & Hire
- Mastery of Microsoft Office Suite Applications
- Ability to accurately transfer, record, and convey information, and create reports
- Ability to comprehend, interpret and explain pertinent law, rule, regulations, policies, and procedures

Education/Experience:

- High School Diploma or equivalent required, *and*
- Associate Degree/Bachelor's Degree in communication, para-legal, or personnel management preferred.
- Vocational or technical training in an accredited program specializing secretarial skills preferred
- At least four years of experience in working management, secretarial or legal background preferred

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and Employer Drug and/or Alcohol Testing; Current Driver's License; Notary Public.

Essential Job Functions:

- Compile Notices of Vacancy from Administrators for both "In" and "Out" of District ensuring compliance with Equal Opportunity Employment (EOE), American Disability Act (ADA), and No Child Left Behind (NCLB) requirements
- Maintain yearly composite list of vacancies, filled positions, and tracking temporary positions
- Post job announcements by appropriate means, including web-based application program Recruit and Hire, newspapers, and other local and state publications
- Prepare and Maintain employment applications for the purpose of providing necessary hiring information to those responsible for hiring decisions
- Maintain all employee records regarding timesheets, vacation periods, leaves (unpaid and paid) and ensure they are compliant with FMLA/OFLA requirements

New Hires:

- (Verify)Licensure, education and prior experience verification
- (Verify)Credits analysis and determination of salary schedule placement
- Prepare, process and designated as the main contact for pre-employment drug testing protocols
- Prepare contracts and all notifications to new hires
- Meet individually with each new hire (licensed and classified) for processing of employee forms.
- Prepare and maintain personnel files for all District employees

Teacher/Administrator Licensure:

- Monitor licensure status of all licensed employees, including preparation of Peer Forms for license renewals and monitoring of progress toward timely license renewal with Teacher Standards and Practices Commission (TSPC)
- Maintain current knowledge and be a resource of TSPC Commission actions regarding licensure and amendments in licensure laws, providing updates to administrators as appropriate
- Prepare yearly Child Develop Specialist (CDS) recertification transmittal to Oregon Department of Education (ODE) and monitor to ensure CDS employees (if any) are renewed in a timely manner
- Manage Conditional Assignment Permit applications for all mis-assignments.

ODE Staff Collections:

- Review yearly and trimester schedules; compile data and submit annual *Consolidated Staff Collection* report in compliance with federal and state teacher “highly qualified” status for No Child Left Behind
- Obtain USID numbers for all new District staff members and maintain existing data records for the District

Collective Bargaining (Licensed and Classified Staff):

- Compile background data for contract negotiations including surrounding district salary and benefits information and other issues of potential bargaining interest
- Preparing District negotiating team materials for each bargaining meeting, as well as prepare final contract as assigned
- Attend and record negotiations sessions as assigned; prepare minutes, record and prepare final copy for Tentatively Agreements (TA) items, prepare draft language for review/revision by District’s negotiator, Superintendent, Director of Human Resources and Chief Financial Officer

Additional Essential Skills

- Create and Maintain detailed employee databases, web-based management systems, and spreadsheets (Excel) to facilitate extraction of data as required by the Superintendent, Human Resources Director and Business Office, for personnel actions, contracts, seniority and licensure purposes, etc.
- Compile and Distribute substitute employee lists for the purpose of providing adequate pool of substitute employees and maintaining web-based attendance tracking system
- Prepare work calendars of classified employees based upon each job classification
- Maintain job description files and suggest revisions as necessary
- Greet employees and visitors to the office in a pleasant informed manner.
- Record minutes or summaries of meetings as directed
- Order supplies for the office; ensuring the office is equipped for efficient operation
- Attend meetings as assigned
- Assist other personnel, as may be required, by supporting them in the completion of their work activities
- Process Fingerprint-Based Criminal History Verification Forms for all non-licensed staff and substitutes
- Maintain confidential Medical files for employees
- Maintain confidential Incident files

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | |
|---------------|--------------------|------------|------------|
| a. Stand/Walk | { }None {x}1-4 hrs | { }4-6 hrs | { }6-8 hrs |
| b. Sit | { }None { }1-3 hrs | { }3-5 hrs | {x}5-8 hrs |
| c. Drive | { }None { }1-3 hrs | {x}3-5 hrs | { }5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|--------------------|------------------------|----------------------|
| {x}Single Grasping | {x}Pushing and Pulling | {x}Fine Manipulation |
|--------------------|------------------------|----------------------|

3. Employee may use feet for repetitive movement as in operating foot controls:

Yes No

4. Employee may need to:

a. Bend Frequently Occasionally Not at all

b. Squat Frequently Occasionally Not at all

c. Climb Stairs Frequently Occasionally Not at all

d. Lift Frequently Occasionally Not at all

5. Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date