



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>PERSONNEL ASSISTANT</u>			
DEPARTMENT/SITE:	Personnel Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	21 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Personnel Director	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible clerical duties in support of certificated and/or classified personnel and staffing activities; provide information and assistance to employees, job applicants, and the public regarding personnel rules, regulations, policies and procedures; prepare and maintain files and records; assist with special projects and other activities, as assigned. The incumbents in this classification assist in providing assistance with hiring and employee services which support the education process for students which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The **Personnel Assistant** classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety of responsible clerical duties in support of general personnel activities. The **Personnel Technician** classification is the advanced-level position in the series. Incumbents work under general supervision and perform complex-clerical and technical duties that support personnel operations and activities.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of responsible clerical duties in support of certificated and/or classified personnel and staffing activities.

Prepare, and file a variety of documents, forms, correspondence and other materials; maintain confidentiality of sensitive and privileged information.

Assist employees, job applicants and the public, and provide information regarding personnel rules, regulations, policies and procedures.

Make employment offers and answer questions related to positions, salaries and other information; schedule and arrange pre-employment requirements including fingerprints and physicals; establish start dates; initiate, process and follow-up on personnel requisitions.

Prepare and maintain a variety of records, reports, correspondence and files related to classified personnel, applicant tracking, evaluations, transfers, recruitments and assigned duties.

Assist with staffing activities, i.e., prepare and post job bulletins and transfer notices, schedule and proctor examinations, post and maintain recruitment tracking, update and certify eligibility lists, make offers of employment, and schedule physical examinations and fingerprinting for new employees, etc.;

provide entry level application screening support.

Assist personnel staff with special projects and other assignments, as directed.

Access and update a variety of personnel records and information in the assigned computer system; receive and track certifications and clearances for employees, such as tuberculosis, CPR and first aid; prepare employee evaluation logs and notify department heads and/or administrators of evaluation due dates.

Provide backup to the District Receptionist; refer calls and visitors to the proper offices, sites and personnel.

Operate a variety of standard office equipment including a copier, fax machine, scanner, computer and assigned software.

Attend a variety of meetings, job fairs, in-service trainings, and conferences as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of public employment.

Modern office practices, procedures and equipment.

Principles and methods of records management.

Correct English usage, spelling, grammar and punctuation.

Computerized and manual record keeping techniques.

Oral and written communication skills.

Telephone etiquette.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment, including computer and assigned software.

Basic arithmetic.

ABILITY TO:

Perform a variety of responsible clerical duties in support of assigned functions.

Learn, interpret, apply and explain personnel actions, applicable laws, bargaining unit agreements and merit system rules and regulations.

Prepare and maintain accurate personnel records.

Maintain confidentiality and security of sensitive and privileged employee information.

Operate standard office equipment, including a computer, assigned software and peripheral equipment such as a scanner.

Understand and follow oral and written instructions.

Communicate tactfully and effectively both orally and in writing.

Establish and maintain effective and cooperative working relationships with others.

Demonstrate interpersonal skills using tact, patience and courtesy.

Keyboard or input data at an acceptable rate of speed .

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent, and at least one year responsible clerical experience, which includes six (6) months recent personnel/human resources experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Seeing to read, prepare and ensure the accuracy of a variety of documents.

Sitting or standing for extended periods of time.

Kneeling, bending the waist.

Reaching overhead, above the shoulders and horizontally to retrieve and store files and materials.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 7/77 (Rev. 6/84, 2/87, 6/91)

09/18 Reinstated / Retitled / Reallocated

(formerly Personnel Clerk, R18)

10/22 Reallocated to Range 21 from Range 20

Retitle and Revised (EH&A / MGT Consulting) PC: 02/24 GB: 03/24