

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Executive Assistant/ Human Resources	Management Team Confidential	Range: 7.5

## **JOB DESCRIPTION:**

Under direction, assists the Director of Human Resources in planning, organizing, and participating in the clerical and administrative operations related to the Human Resources Department; responsible for a wide variety of routine and/or complex clerical and administrative detail eliminating the need for the Director to become involved in specific office logistic details; and does related work as required.

## **SCOPE:**

The Executive Assistant's responsibilities are varied, technical and confidential in nature, requiring a high degree of initiative and independence, and comprehensive knowledge of the policies and procedures of District-wide functions and operations. Incumbents are responsible for integrating and coordinating operating procedures, communications, and administrative support functions within a specific area.

The duties and responsibilities of an Executive Assistant involve employer/employee relations and the negotiating process as defined in Senate Bill 160.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Prepares and or coordinates the preparation of items for the Human Resources Board Agenda, including determining which category the transactions will be reported under, as well as preparing the Classified Staffing Items and Board follow-up letters.
2. Coordinates activities for a wide variety of meetings, conferences, committees, and special projects.
3. Attends meetings, takes notes, and prepares minutes.
4. Receives calls and provides information where judgment, knowledge and interpretation of District policies, procedures and regulations are necessary.
5. Prepares, maintains, and distributes Human Resources Department's documents such as management and classified job descriptions, organizational charts, and management, classified, faculty and short term-non continuing (STNC) salary schedules.
6. Monitors departmental budget activities by compiling, developing and maintaining detailed spreadsheets and databases of Department's expenditures.
7. Chairs the Employee of the Month Committee including arranging meetings, publicity, selection of Employee of the Month, determining presenter, contacting the Public Relations office, arranging for or purchasing gifts, plaques and/or certificates.

## EXECUTIVE ASSISTANT/HUMAN RESOURCES

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8. Maintains Courtesy account, including sending cards and flowers. Arranges vendor for flower account.
9. Maintains current salary schedules, classified and management job descriptions, calendar of District holidays, organization charts, management and classified evaluation forms and Employee of the Month information on the Human Resource website.
10. Schedules negotiation meetings; coordinates contract training; prepares proposals; updates the Tentative Agreements and annual SEIU/District contract; distributes new inserts or complete contract; coordinates updating of labor contract on SEIU website.
11. Updates spreadsheet, job descriptions and website for Classification Review Committee job description/grade changes; communicates recommendations and results by letter to classified employees and supervisors.
12. Prepares changes and additions to the Human Resources policies.
13. Prepares, distributes and tracks the return of Educational Administrator contracts.
14. Participates with the Retirement Committee in the tracking of retirees and planning of the annual Retirement Dinner; receives and maintains spreadsheet of payments for annual Harvey Hansen picnic.
15. Types reports, correspondence, memos, forms and letters. Proofreads documents for accuracy, completeness, and conformity to established formats.
16. Maintains complex general and confidential files.
17. May compose routine correspondence independently by assembling and summarizing information and data.
18. Prepares purchase and departmental supply orders; may oversee the maintenance and repair of office equipment.
19. Sorts and distributes Director, Human Resources' mail.
20. Supervises student employees.
21. Prepares, maintains and posts work schedules for Fall/Spring semesters and summer for all Human Resources staff.
22. Coordinates, directs and monitors summer projects for the Human Resources department with students/STNC.
23. Prepares, updates, coordinates the web folder and office binder of Human Resources forms.
24. Performs related work as assigned by the Director or Assistant Director, Human Resources.

## **EXECUTIVE ASSISTANT/HUMAN RESOURCES**

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### **KNOWLEDGE OF:**

1. Modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management.
2. Proper English usage, spelling, vocabulary and grammar.
3. Operation of personal computer software programs including word processing and spreadsheet tools, calculators, adding machines and other standard office equipment.
4. Proper reception and telephone etiquette.

### **ABILITY TO:**

1. Perform responsible, difficult, complex and detailed clerical and routine administrative work requiring independent judgment with speed and accuracy.
2. Learn, interpret and apply policies, laws, rules and regulations applicable to the District.
3. Compile, edit and organize reports and memoranda.
4. Compose correspondence independently.
5. Interact with the public in a helpful, courteous and friendly manner.
6. Maintain cooperative working relationships.
7. Follow and give oral and written directions.
8. Transcribe minutes of meetings accurately; type from clear copy at minimum of 60 words per minute.
9. Coordinate diverse activities into an organized work flow.
10. Anticipate needs and collect or organize information quickly, completely and accurately.
11. Analyze situations accurately and take appropriate action.
12. Perform mathematic calculations with accuracy.
13. Work independently with a minimum of supervision.
14. Learn or possess the ability to design an area web site.
15. Demonstrate sensitivity to, and respect for, a diverse population.

## **EXECUTIVE ASSISTANT/HUMAN RESOURCES**

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### **QUALIFICATIONS:**

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

*Education:*

Any combination equivalent to an Associate of Arts degree.

*Experience:*

Five years of advanced secretarial experience.

### **SUPERVISION RECEIVED:**

The Executive Assistant/Human Resources performs assigned duties under the direct supervision of the Director, Human Resources.

### **SUPERVISION EXERCISED:**

May supervise STNC's and students as assigned.

Board Approved: March 10, 2009