

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Human Resources Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resources/Labor Relations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-27/CSEA 125 Salary Schedule

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**(Former Classification: Office Assistant III (assigned to Human Resources))**

**BASIC FUNCTION:**

Under direct supervision of an assigned supervisor or designee, perform a variety of clerical duties related to human resources programs and functions; assist in preparing and maintaining personnel records and files; provide information and assistance to employees, administrators, job applicants and the general public regarding personnel functions, District policies and procedures related to assigned duties; maintain confidentiality of sensitive information.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Process and assist with various personnel functions including documenting newly hired employees, scheduling new employee orientations, preparing materials and other recruitment activities in a reasonable, timely manner to provide professional services to the District and community. *E*

Receive, and route inquiries to the appropriate staff for response; provide information concerning policies and procedures related to current assignment; assist in covering the front desk counter to meet the needs of visitors, staff and applicants. *E*

Maintain and update data in a reasonable, timely manner to ensure accurate records, including, but not limited to assigned work such as fingerprints, drug/alcohol or TB clearance, skills test results, college units, evaluations, new hires, supplemental/extra pay contracts and/or No Child Left Behind (NCLB) compliance. *E*

Operate an electronic fingerprinting machine; fingerprint applicants/volunteers and process fingerprints according to established procedures; submit fingerprints for clearance with the Department of Justice (DOJ); follow-up on fingerprint clearances not received in a timely manner; receive and compile information concerning DOJ clearances and refer to the appropriate supervisor for employment approval or denial. *E*

Prepare and store documents accurately using current office equipment and technology including computers, scanners, copiers, and electronic storage devices; prepare documents for imaging and scanning; assist other staff with scanning of employee records as needed to meet the needs of the District. *E*

Assist in the recruitment process for assigned job openings; assist in reviewing applications for minimum qualifications, contact candidates, schedule interviews and refer to the appropriate hiring manager. *E*

Assist in the proctoring of a variety of employment tests for applicants such as typing, NCLB, language exams or other needed skill tests as stated in the job posting(s). *E*

Respond to authorized requests for verification of employment and unemployment (EDD) according to established guidelines. *E*

Assist in reviewing and completing substitute timesheets as assigned; forward completed time sheets to payroll in a reasonable, timely manner to ensure paycheck processing for employees; review supplemental contracts for accuracy according to established guidelines; review invoices and forward to the appropriate supervisor for approval. *E*

Compose correspondence independently or from oral instructions; prepare letters, memorandums, and forms; request, provide or verify information to ensure accuracy of data; prepare, format, proofread and copy records, reports or related materials. *E*

Operate a variety of office equipment including but not limited to computers, typewriters, copiers, scanners and fax machines. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years responsible clerical experience in an office or school setting; some experience in human resources preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current office terminology, practices, procedures and equipment.
- Accurate Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of various office equipment including but not limited to computers, fax machines, typewriters, scanners and copiers.
- Basic filing systems and information management.
- Current software programs such as word processing, spreadsheets and email.
- Telephone techniques and etiquette.

**ABILITY TO:**

- Learn current policies, procedures, and terminology related to assigned position.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Type and enter data accurately.
- Prioritize and schedule work to meet schedules and time lines.
- Understand and interpret rules and written directions and apply to specific situations.
- Work confidentially and independently with many interruptions.
- Compose correspondence independently.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally to maintain and retrieve files; hearing and speaking to exchange information in person or on the telephone; seeing to assure complete and accurate reports and letters; sitting or standing for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

*E= Essential Functions*