

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Administrative Assistant - Personnel Services

CLASS DEFINITION

Under direction assists the Assistant Superintendent, Personnel Services, to carry out more effectively the duties and responsibilities of his/her office, to the ultimate benefit of the district's department of personnel; performs responsible technical work in the administration of a personnel program for employees of the district; and performs other related work as required.

QUALIFICATIONS

- Experience: Five years of increasingly responsible experience in school personnel relations with exposure to recruitment, testing, classification, employer-employee relations, and general personnel administration
- Education: High school diploma required with a combination of professional training by completion of college program and/or full-time paid experience with emphasis in school personnel relations.
- Skills: Knowledge of basic concepts of certificated and classified personnel services; credential laws and regulations; legal environment pervading recruitment and selection; classification methodology. Possession of good communication, analytical and problem solving skills. Ability to establish successful working relations with a wide range of public contacts.

SUPERVISION FROM

Assistant Superintendent, Personnel Services

SUPERVISION OVER

Such personnel as the Assistant Superintendent, Personnel Services, may assign either temporarily or regularly.

ASSIGNED RESPONSIBILITIES

1. Reviews and implements new procedures, forms, and methods to improve personnel operation.
2. Assists in the development of personnel policies and regulations.
3. Assists in the development of job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.

4. Develops and maintains a system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion-etc.
5. Analyzes all certificated staff credentials to assure proper employee assignment.
6. Serves as liaison between the district and the San Bernardino County Schools Credentials Evaluation Coordinator and attends credential meetings and workshops as necessary.
7. Analyzes official transcripts, professional papers and other documents of all staff to determine appropriate placement on the salary schedule.
8. Assists in processing confidential papers regarding recommendations for termination of employees, and arranging any necessary conferences and hearings.
9. Maintains confidential files relative to complaints about employees.
10. Advises district personnel on retirement procedures as appropriate.
11. Assists in the direction of the recruitment program for professional and nonprofessional staff.
12. Supervises the interviewing and selection of qualified certificated candidates.
13. Coordinates the annual evaluation schedule of all certificated personnel.
14. Assists in screening and selection of qualified substitute teachers.
15. Assists in the development and maintenance of personnel handbooks for district employees.
16. Attends meetings as assigned by the Assistant Superintendent.
17. Assists with research pertaining to personnel, including salary research, studies of staff characteristics, professional standards, and other pertinent projects.
18. Consults with administrators on personnel matters when requested by them to do so.
19. Assists in the implementation of the District's Affirmative Action Plan.
20. Assists in the employee recognition program.
21. Participates as recorder in all certificated contract negotiation proceedings.
22. Prepares preliminary and final drafts of district certificated negotiation proposals and contracts.
23. Coordinates the student teacher placement program with colleges and universities.
24. Coordinates all Personnel office operations.
25. Assists the Personnel Services Administrator with personnel recommendations for submission to the Board.
26. Assists in the preliminary screening and processing applications of candidates.

27. Be highly visible to District staff.

#### TERMS OF EMPLOYMENT

Work Year: 225 days

Work Day: Eight hours exclusive of a lunch period.

Salary Range: Proper placement on Confidential Salary Schedule.

#### WORKING CONDITIONS:

Work is conducted in a high paced office environment with numerous interruptions. Completion of work to meet deadlines is required. Self-direction and independent judgment are essential to meet the demands of the job.

Board Approved: 11/20/90

Revised: 6/27/02

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