



# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## PERSONNEL ASSISTANT

### DEFINITION

Under direction, to perform specialized technical-level work of above average difficulty in staff recruitment, selection, compensation, and employment, and in the development and maintenance of comprehensive human resources employment records in an automated environment; to read, interpret, analyze, and prepare data to support management in employer/employee relations, policy development, and budgetary processes; to perform varied administrative staff work related to certificated and classified personnel programs; and to perform related work as required.

### CLASS CHARACTERISTICS

Positions in this class are designated confidential under the provisions of the EERA. Incumbents are required to maintain the strict confidentiality of information related to the district's employer/employee relations activities.

### EXAMPLES OF DUTIES

*The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.*

Understand, interpret, and explain human resources and payroll related policies and procedures, risk management program guidelines, mandates and options, labor agreement provisions, and related matters to staff and applicants; research and resolve problems; provide personnel benefits orientation to new employees.

Process new employees for employment, ensuring the proper completion of all required forms and the completion of District processing requirements, the consistency of information on forms, and the readiness of information for automated processing into the HRS Personnel/Payroll database; provide comprehensive individual and group orientation to new employees; assist District employees in the completion of personnel, benefits, payroll, separation, and retirement related forms and processes; monitor employee records for TB testing, step advancement and other recurring activities; assist employees, early retirees, retirees with claims problems resolution, benefits options, tax shelter annuities and disability claims; prepare and submit District response to unemployment claims; develop information for management negotiations, workers, agents and bargaining unit; compose varied correspondence.

Receive and review employment authorization and change of status forms and supporting documentation for the creation of new employee records and the implementation of changes in existing employee records; verify the accuracy and completeness of information provided and take appropriate steps to resolve incompleteness of information, errors, and inconsistencies in an expeditious manner; enter new employee data in computer terminal/microcomputer using specialized database software; create official personnel files for new employees; update employee HRS database records as a wide variety of changes in status, assignment, and personal information occur, analyzing the effect of the transaction on payroll, retirement, and other processes and systems; update official personnel files of employees.

Create spreadsheets and databases and use standard and specialized software; use text processing to prepare correspondence, lists, reports, labels, and forms; keyboard reports and agenda items,

management reports, forms, correspondence, lists, labels, statements, envelopes, and similar materials; make photocopies of documents; transmit FAX; stuff envelopes and prepare mailings; operate office equipment, such as photocopier, calculator, computer terminal/microcomputer and keyboard, printer, typewriter and FAX; answer telephone, take messages, and transfer calls; answer a variety of questions regarding personnel and payroll matters; perform receptionist functions; receive, open, date stamp, and distribute mail; communicate in person and by telephone with current staff, retirees, exiting employees, and new employees; interact with other departments; make calculations such as annual salary, hourly rates, units earned, benefit costs, and union dues; establish and maintain files; maintain official district personnel files.

Prepare and distribute notices of employment opportunity; mail job notices to other school districts; post job notices in job opening book for public and employee review; compose and place advertising in newspapers and professional journals. Prepare purchase orders for advertising, enter to accounting system, and generate warrants.

Receive and screen applications for employment; process applications to administrators for review; notify classified applicants of testing dates; schedule rooms for testing. Order and call other school districts to obtain appropriate materials to test applicants for open positions. Administer and score tests and notify applicants of results; refer qualified candidates to administrators for consideration and interview. Schedule employment interviews, notify candidates of interview and selection; compose correspondence to notify candidates of the status of their application for employment; maintain applications on file.

Input payroll monthly and hourly data into payroll system; check time reports for accuracy and contact office managers and supervisors to correct errors; file time reports and time cards. Review classified employee absence reports, code absences, and prepare classified time report for District Office classified staff.

Prepare CBEDS instructions and forms for distribution to schools; accumulate, review, research, and correct information submitted by schools; compile CBEDS information to prepare District report for administrative approval. Input PAIF data to computer; prepare PAIF report and submit to State Department of Education.

Prepare and distribute personnel evaluation forms, assignment and change and status forms, reassurance letters, salary advancement notices, and other notifications to employees; track and follow up to complete processes and procedures to comply with district and legal mandates. Update class specifications to reflect changes in job assignments.

Contact school districts to conduct human resources related surveys and to gather information and forms.

Fingerprint new employees; type information on fingerprint cards, generate purchase order and warrants for fingerprint review and submit fingerprints for screening and arrest/conviction reporting.

Research and prepare employment verifications.

Maintain confidentiality of privileged information.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

## **QUALIFICATIONS**

### ***Knowledge of:***

Applicable public human resources laws, regulations, and practices.

Procedures and practices of recruitment, selection, and human resources record keeping work.

Computer terminal operating methods and word processing, database, and spreadsheet software.

English usage, spelling, punctuation, and composition.

Modern office equipment and procedures.

Advanced record keeping and file management practices and procedures.

Business mathematics.

Public relations courtesies and techniques.

### ***Ability to:***

Perform automated human resources related record keeping with a high degree of accuracy.

Prepare and file accurate summaries and reports.

Work under the pressure of recurrent deadlines with frequent interruptions.

Compare information and detect errors.

Read, understand, interpret and apply laws, rules, regulations, and contracts with good judgment and consistency of application.

Make arithmetical calculations with accuracy.

Explain complex laws, rules, regulations, and procedures concisely exercising tact, understanding, and diplomacy.

Operate a typewriter-style keyboard accurately at a level necessary for job success (approximately 50 words per minute).

Operate a computer terminal and use advanced functions of word processing, database, and spreadsheet software with skill.

Maintain the strict confidentiality of privileged and sensitive information, and labor relations "confidential" information (as defined by EERA)

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

## **TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is responsible experience performing technical level human resources work in an automated environment with a high level of independence and a high level of public contact.

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.*

### **PHYSICAL DEMANDS**

**Vision:** (which may be corrected)  
Read small print  
See small objects at a distance of 2'

**Hearing:** (which may be corrected)  
Understand speech over a telephone

**Speech:**  
Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face public contacts

**Upper Body Mobility:**  
Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow  
Turn, raise, and lower head  
Twist and bend at torso

**Lower Body Mobility:**  
Walk on even surfaces  
Walk on uneven surfaces  
Stand for short periods of 30 minutes

**Strength:**  
To lift, push, pull, and/or carry objects which weigh as much as 30 pounds on a frequent basis

**Environmental Requirements:**  
Constant work interruptions  
  
Work cooperatively with others  
Work inside

**Mental Requirements:**  
Understand, interpret, and apply information

### **ASSOCIATED TASKS**

**To Perform Tasks Such As To:**  
Create and maintain files  
Read computer screen

**To Perform Tasks Such As To:**  
Answer phones

**To Perform Tasks Such As To:**  
Answer questions and transmit information staff, parents and others

**To Perform Tasks Such As To:**  
Use a microcomputer and/or typewriter to produce text and enter data; to hand out receive forms  
Look at work on desktop and computer  
File and retrieve student records

**To Perform Tasks Such As To:**  
Administer tests  
Transport test material to site  
Administer tests

**To Perform Tasks Such As To:**  
Carry test booklets and materials

**To Perform Tasks Such As To:**  
Answer telephone, serve staff, and public;  
perform scheduled work  
Gain cooperation of staff  
Perform clerical support work in an office setting

**To Perform Tasks Such As To:**  
Determine qualifications for employment

Intermediate business mathematics

Comparing

Compiling

Coordinating

Judgment

Listen

Give verbal instructions

Write/compose

Calculate scores and employee costs;  
calculate salary

Compare applicant background with  
personnel request

Compile lists and scores

Schedule hiring authority/applicant  
interviews

Respond to problems and questions during  
test administration

Understand applicant questions

Administer tests

Modify forms and notices; create classified  
ads and vacancy notices