



# Executive Assistant to the Chief Human Resources Officer

**Confidential Range: 21**

Board Approved: 03/12/2020

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job; however, any additional duties will be reasonably related to this class.*

## **SUMMARY DESCRIPTION**

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Under the direction of the Chief Human Resources Officer, plans and performs a variety of complex and confidential secretarial, administrative support and research activities, assists in collective bargaining and employee relations matters, assists in the recruitment and selection process, and assists with employee health and welfare benefits. The duties of the executive administrative assistant to the CHRO involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the vice chancellor of various administrative duties and may provide work direction and guidance to personnel assigned to the area. This is the highest level administrative support class to the vice chancellor.

## **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides direct administrative support to the Chief Human Resources Officer.
2. Plans and performs a variety of complex and confidential secretarial, administrative support and research activities.
3. Analyze and evaluate highly confidential and sensitive personnel matters, information, or evidence related to bargaining or meet and confer grievances; organize additional supportive evidence, background information, and documentation; prepare statements of issues/charges and prepare recommendation for appropriate action
4. Assists the executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area
5. Participate as a secretary of the District negotiations team in collective negotiations with exclusive representatives of both classified and faculty bargaining units; represent the District, as assigned, in its relationships with exclusive representatives. Assist in the development of District collective negotiations proposals and responses. Research and coordinate responses to requests for information from exclusive representatives. Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation
6. Assists in the recruitment and selection process and with employee health and welfare benefits.
7. Performs a wide variety of responsible specialized clerical, administrative, and office support duties in support of the District's Human Resources systems, functions, and program areas.
8. Researches, analyzes and prepares information related to negotiations.
9. Prepares agenda and minutes related to collective bargaining sessions and other meetings as assigned.
10. Tracks and maintains mandated cost records related to collective bargaining.
11. Monitor budget and submit recommendations for the budget development process.



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12. Prepares a variety of correspondence, forms, contracts, lists, requisitions, memoranda, letters, complex reports and other documents, formats, proofread materials to assure accuracy.
13. Prepares and transcribes dictation of letters and memoranda, including materials of a confidential nature, prepares correspondence and memoranda independently or from oral instructions, determines appropriate formats and presentation.
14. Maintains a variety of complex files and records often involving confidential materials. Maintains confidentiality of information including information regarding Board of Trustees, District personnel and students, collective bargaining, health and welfare benefits, or controversial matters.
15. Assists the Human Resources staff in conducting research and compiling information from a variety of services for the completion of forms or the preparation of reports, tracking of evaluations, classification studies, salary and benefits data, grievances and complaint resolution.
16. Assists in maintaining the Human Resources website and updating forms.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic principles and practices of human resources in a public agency setting.
- Procedures related to recruitment, selection, classification and compensation.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard writing practices for correspondence and reports.
- Proper English usage, grammar, punctuation, syntax, vocabulary and spelling.
- Records management and filing principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public, the community and District staff in person and over the telephone.
- Standard office practices and procedures, including the use of standard office equipment.
- Office computer and online applications, including word processing, spreadsheets, a variety of graphic design programs, and developing copy to update and maintain website applications.
- Applicable laws, codes and regulations.

#### **Skilled in:**

- Interpreting, applying and explaining policies, procedures and practices of personnel administration.
- Reviewing personnel documents for completeness and accuracy.
- Planning effective recruitment, testing and selection practices.
- Maintaining accurate and confidential personnel records.
- Performing technical human resources support work.
- Reviewing, balancing and reconciling employee benefit records.
- Maintaining and producing accurate reports in a timely manner.
- Making accurate arithmetic calculations.
- Providing complex, administrative support to the Department Managers.
- Using tact, initiative and sound judgment within established policy and procedural guidelines.



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- Using specialized human resources and applicant tracking software, including database management, graphics and publication and Human Resources website maintenance.
- Developing effective team relationships with employees at all levels.
- Organizing own work, setting priorities, working independently on a day-to-day basis, meeting critical deadlines
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Typing or operating a keyboard at a rate of fifty-five (55) net words per minute from printed copy.

## **Education and Experience Guidelines**

### **Education/Training:**

An Associate's degree in business, secretarial science, office management, or related field. Thirty (30) college units in business, office management, or related field and eight (8) years of increasingly responsible administrative experience may be used in lieu of the associate degree.

### **Required Experience:**

Six (6) years of office administrative, secretarial or Human Resources support experience involving a high level of public contact, use of computer and office applications and providing administrative support to manager.

## **Preferred Qualifications:**

1. College level coursework that includes business administration, office management, legal research/writing, or human resources management.
2. Experience in reviewing/applying collective bargaining agreements.
3. Experience working in or with a public education entity
4. Eight (8) years' experience in an office setting dealing with confidential information

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office/classroom/clinical setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.