

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the vice president of Human Resources, and in collaboration with faculty and staff, coordinate the development, implementation, internal and external promotion (i.e. information sharing) of various program and activities within the office of Human Resources; provide complex and responsible administrative coordination and support to assist with the administration of various programs and activities of the District, including, but not limited to collective bargaining, claims against the district, and other legal and confidential matters; perform research and assist with or direct the efforts of various special projects as assigned; train, assign, lead, or supervise and evaluate the work of assigned clerical personnel.

REPRESENTATIVE DUTIES:

Oversee and coordinate the development, review, and production of Human Resources publications and materials, including, but not limited to collective bargaining agreements, board policies and procedures, and other district communications. *E*

Coordinate the administration of the various programs and activities within Human Resources; provide complex and responsible administrative coordination and support to assist with the administration of various programs and activities of the District; perform duties requiring specialized or extensive knowledge of Human Resources. *E*

Conduct research, interpret information, and provide recommendations to the vice president of Human Resources including, but not limited to legal proceedings, Education Code, labor law, collective bargaining agreements, other confidential matters, and development of district policies and procedures.

Perform research and assist with or direct the efforts of various special projects as assigned; communicate with district, county, state or public officials to exchange or gather information; compile, arrange and present information in written and oral form to assist with management decision making; communicate policies and procedures with faculty, administration and staff. *E*

Train, assign, lead, or supervise and evaluate the work of assigned clerical personnel; complete or provide input into performance evaluations; participate in selecting student workers as requested; assure completion of clerical assignments in accordance with established time lines and approved procedures. *E*

Serve as liaison for legal entities providing services on campus; serve as liaison for faculty, staff, students, and community members, attempting to resolve various legal, Human Resources issues. *E*

Develop strategies to communicate information about Victor Valley College Human Resources programs and serve as a campus resource assisting in the interpretation of policies and procedures of Human Resources and the district, collective bargaining agreements, and other district-wide communications.

Respond to phone calls and written correspondence on behalf of the Vice President of Human Resources; attend meetings and conferences to represent the administrator and to convey the administrator's perspectives, opinions and findings. *E*

Coordinate communications and activities with other District departments and personnel, students, educational institutions, vendors, outside organizations and the public. *E*

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations; relay information, messages and directives from the administrator. *E*

Compose, type and prepare Board actions in accordance with established formats and timelines; compile and organize appropriate background materials. *E*

Operate a computer terminal, microcomputer and peripheral equipment to enter data, maintain records and generate reports; utilize fax machine, fax, and word processing, spreadsheet and other software as required by the position. *E*

Type a variety of regular and confidential reports, correspondence, memoranda and other documents; format, proofread and prepare materials on a computer or typewriter. *E*

Transcribe lengthy, complex, confidential meetings; operate transcription equipment to transcribe dictation of letters and memoranda, including material of a confidential nature; prepare agendas, correspondence and memoranda independently or from oral instructions. *E*

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information including information regarding Board, District, personnel, student, collective bargaining or controversial matters, including, but not limited to, sexual harassment and discrimination claims and lawsuits. *E*

Compile information and data for reports and assist in the preparation of statistical and narrative reports; inspect documents, forms, records and other materials for accuracy and completeness; process forms and documents according to established procedures. *E*

Prepare agenda items for Division meetings; attend meetings and take and transcribe minutes and distribute to appropriate personnel. *E*

Assist with budget preparation and monitor assigned budgets and capital outlays.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and procedures of Human Resources.
Collective bargaining agreements for part-time and full-time faculty and classified employees; management employees' handbook.
Board policies and procedures.
Specialized or extensive policies, procedures, objectives, and requirements of assigned programs and activities.
Principles of supervision and training.
Administrative analysis and report writing techniques.
Budget preparation and monitoring and control methods and procedures.
District organization, operations, policies and objectives.
Automated equipment and advanced operating procedures of word processing and spreadsheet software applications.
Applicable sections of state Education Code and other applicable laws, including the Privacy Act, state and federal laws, codes, and regulations concerning Human Resource administration, Equal Opportunity Employment, and labor law.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Communicate effectively, both orally and in writing.
Provide complex and responsible administrative coordination and support to assist with the administration of various programs and activities of the District.
Perform research, provide recommendations, and assist with or direct the efforts of various special Human Resources projects.
Train, assign, supervise and evaluate the work of assigned clerical personnel.
Interpret, apply and explain rules, regulations, policies and procedures.
Develop and conduct oral and written presentations.
Compose and produce letters, reports and other correspondence.
Operate a computer terminal and microcomputer to enter data, maintain records and generate reports.
Operate a variety of office equipment such as typewriter, transcription machine, calculator, copier and facsimile machine.
Transcribe dictation of letters and memoranda, including material of a confidential nature; accurately transcribe lengthy, complex, confidential meetings.
Type at 70 words net per minute from clear copy.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
Meet schedules and time lines.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Make decisions in procedural matters without immediate supervision.

Complete work with many interruptions.

Operate a computer terminal, typewriter, calculator, copier and transcription equipment.

Maintain a variety of records including statistical and financial data.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and five years increasingly responsible experience in human resources administration or legal matters.

Desired Qualifications: Paralegal experience

WORKING CONDITIONS:

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a typewriter and computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.

Incumbents may be exposed to abusive and hostile individuals.