

Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	HR Director
Classification:	Confidential Unit
Date Approved:	5/10/2006
Dates Revised:	pending
Position Control:	#142101, Salary Schedule 7, Range 70, Work Year 260 Days

POSITION DESCRIPTION:

Under general direction performs various duties relating to the general operation of the Human Resources office including word processing, data acquisition and analysis and assistance to the Superintendent and Chief Business Officer, plans and organizes the district's personnel functions. This position requires the ability to exercise independent judgment, to complete tasks despite interruptions from staff, the public, and telephones, and the ability to interact successfully with persons of varying personalities on myriad issues. Duties require access to and possession of information regarding a variety of confidential issues relating to employer/employee relations. This is a confidential position.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff, labor relations or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Prepares agendas and records minutes of meetings as directed
- Prepares documents and reports of a complex nature for regulatory agencies and compliance with programs or grant applications
- Assists in the organization and maintenance of personnel files
- Examines employee files to answer inquiries and provide information to authorized persons
- Assists in the preparation of correspondence relative to employer/employee relations and employee grievances. Compiles, develops, and may present information relating to negotiations with exclusive representatives
- Prepares and finalizes agreements reached between the District and exclusive representatives
- Administers the personnel functions of recruitment, selection, hiring, promotion, transfer, reassignment and termination for the district
- Maintains employee job descriptions
- Advises, assists and trains district administrators and supervisors in handling personnel policies and practices

Essential Functions (continued):

- Recommends new or revised personnel policies
- Establishes and maintains cooperative and effective working relationships with staff, students, parents, administrative personnel, and others contacted in the course of work
- Composes letters; newsletters; and other types of correspondence as needed
- Provides cross-coverage in other areas as needed during lunch, break, and employee absences
- Research, compile and analyze a variety of information and data; compute statistical information for various federal, state and local reports; duplicate materials as necessary
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; monitor HR's office budget and provide fiscal reports as requested; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data
- Prepares Governing Board HR agenda items
- Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed
- Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns
- Maintains hardcopy and softcopy of personnel file
- Prepares calculation sheets annually and updates during the year if necessary
- Completes unemployment forms and prepare employment verifications for employees
- Prepares vacancy announcements, coordinates the application and hiring processes
- Coordinates fingerprint process
- Performs related duties as assigned

Additional Duties

- Composes independently or from oral instruction documents and correspondence including but not limited to employment contracts, letters, reports, bulletins, and memoranda including material of a confidential nature
- Makes decisions in accordance with law and regulations and applies these to problem situations; works without close supervision; performs difficult and responsible clerical work rapidly and accurately
- Required to make independent decisions on behalf of the administration
- Assists with preparation of documents relative to employee discipline
- Supervises classified positions as designated
- Schedules and tracks required training for all staff
- Ability to work on a variety of tasks simultaneously
- Works independently
- May assist with payroll and personnel procedures as needed during peak periods
- May assist and provide relief during absences as needed
- Assists with document preparation for annual audit, mandated costs, and other compliance documents as needed

EMPLOYMENT STANDARDS:

Knowledge of:

- Budgeting practices regarding monitoring and control
- Method of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Public relations techniques
- Knowledge of office practices, procedures, and equipment
- Knowledge of computers; telephone techniques
- Learn and interpret state and federal laws and regulations regarding classified and certificated personnel, labor relations, fair labor standards and fair employment practices and apply these with good judgment in a variety of situations
- Ability to work on a variety of tasks simultaneously
- Maintain cooperative relationships with coworkers
- Use common courtesy in the course of duties

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties
- Interpret, apply and explain laws, codes, rules regulations, policies and procedures
- Plan, coordinate and organize office activities, public relations, flow of communication and work
- Organize complex material and summarize discussions and actions taken in report form
- Effectively communicate with students, parents, school personnel, and members of local and state agencies and of the business community
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter
- Ability to establish and maintain effective relationships with staff, county office, school district personnel, business community, and other related individuals
- Assure efficient and timely completion of office and program projects and activities
- Analyze situations accurately and adopt an effective course of action
- Problem solving with data and equipment
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Work independently and confidentially with little direction
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software
- Understand and resolve issues, complaints or problems

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____

Employee Signature