

PERSONNEL ASSISTANT

DEFINITION

Prepares and processes a variety of personnel transactions pertaining to recruitment, selection, certification, assignment, employment processing, compensation, and other related areas. Interacts with a wide variety of people to request information or explain personnel procedures.

TYPICAL DUTIES

A Personnel Assistant may perform an assigned combination of the following and/or related duties:

- Processes various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters.
- Utilizes computer information systems and office software application to process personnel transactions.
- Contacts the public, applicants, eligibles, employees, supervisors, administrators, and other district personnel in the processing of applications and the evaluation, placement, and assignment of employees.
- Provides standardized information and answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements as related to examination, assignments, compensation, and other personnel transactions.
- Codes and inputs assignment data into a personnel/payroll information system.
- Interprets codes and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information.
- Reviews various personnel transactions for compliance with rules and regulations.
- Troubleshoots problems related to recruitment, selection, certification, assignment, employment processing, compensation, and other personnel transactions and assists in resolving problems within established rules and policies.
- Reviews applications, licenses, and credentials to determine if applicants meet entrance qualifications.
- Processes candidates for employment including taking fingerprints, providing and explaining the purpose of various employment forms, assigning employee numbers, and verifying health and other clearances.
- Compiles and prepares correspondence, bulletins, and reports pertinent to assigned area.
- Maintains specialized and other personnel files.
- Processes financial credit verifications and service verifications.
- May provide work direction to student employees.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **Personnel Assistant** performs specialized clerical duties related to the processing of a wide variety of personnel transactions pertaining to recruitment, selection, certification, assignment, employment processing, compensation, and other related areas. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

A **Senior Personnel Assistant** organizes and performs duties related to the preparation and processing of a wide variety of personnel transactions pertaining to recruitment, selection, examination, compensation, employee health benefits, and/or assignment of academic, classified, and/or unclassified personnel. May act as a lead person over a small clerical personnel unit. Incumbents in this classification apply a working knowledge of the rules, regulations, policies, and procedures of the Board of Trustees and Personnel Commission as well as applicable provisions of the collective bargaining agreements.

## SUPERVISION

Immediate supervision is received from a classified supervisor. May provide work direction to student employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Personnel rules, practices, and procedures
- Office practices and procedures
- Public relations techniques for public contact in person and on the telephone
- Letter, memorandum, and report formats
- Correct business English, punctuation, spelling, and grammatical usage
- Principles of recordkeeping
- Capabilities of computer systems, hardware, and software used in assigned area

### Skill in:

- Use of computer and standard office equipment

### Ability to:

- Prepare and process a variety of personnel documents
- Give clear and concise instructions
- Meet, interview, and inform the public and employees regarding personnel matters
- Effectively utilize computer equipment in the performance of duties
- Code, input, and retrieve data from a computerized information system
- Apply a code system

Ability to: (cont.)

Work effectively under the pressures of recurrent deadlines with frequent interruptions

Work independently

Critically review source data, detect, and correct errors

Keep information confidential

Verify and input data accurately

Make arithmetical computations and assemble statistical data

Spell, punctuate, use correct grammar, and proofread

Deal tactfully and effectively with employees and the public

Keep accurate and detailed records

Learn specialized software applications used at the District

Learn merit system and affirmative action principles and procedures

Learn and interpret Board of Trustees Rules, Personnel Commission Laws and Rules, Human Resources Guides, and collective bargaining agreements

Learn various classes of positions and entrance qualifications of the District

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of paid, full-time general clerical experience which included the use of computer equipment and public contact is desirable.