

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **HUMAN RESOURCES ASSISTANT I**

*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 within the job.*

#### **DEFINITION**

To perform a variety of human resource functions; to assist adjunct faculty/short-term employees with all phases of employment paperwork; to maintain a variety of personnel databases, records and files; and to perform a variety of technical tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Human Resources Assistant series. This class is distinguished from the Human Resources Assistant II by the performance of the more routine tasks and duties assigned to positions within the series including greeting visitors, answering questions and directing visitors to appropriate campus locations. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Manager, Human Resource Services.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

##### **Essential Functions:**

1. Explain employment paperwork to all new and returning adjunct faculty/short-term employees; log incoming material for new and rehired adjuncts and create new personnel files.
2. Confirm that new adjunct faculty meet minimum qualifications set by applicable rules and regulations; confirm that all degrees awarded to adjunct faculty come from an accredited institution.
3. Analyze transcripts and work experience of adjunct faculty; apply complex criteria to determine placement of adjunct faculty on salary schedule.
4. Provide employment verifications as requested; complete forms submitted by other agencies to verify employment.
5. Communicate with department chairs, secretaries and the Payroll office on the status of adjunct faculty/short-term employees.
6. Greet office visitors; answer questions and provide information and documents; direct visitors to appropriate personnel and campus locations.

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**Human Resources Assistant I (*Continued*)**

**Essential Functions:**

7. Answer telephone calls; screen or route calls to appropriate personnel; take phone messages as needed.
8. Track, calculate and report promotions for all current adjunct faculty.
9. Input data into computer system to reflect signed contracts from adjunct instructors/short-term employees each semester.
10. Compose and type a variety of correspondence and memoranda; compose and type Governing Board Agenda items to hire new adjuncts/short-term employees.
11. Maintain adjunct/short-term employee files; pull and store files for inactive employees; retrieve and file files for returning employees.
12. Prepare employee packets appropriate to each type of employee.
13. Monitor and track TB certifications for employees.

**Marginal Functions:**

1. Order and receive office supplies.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic principles and practices of human resources.  
Modern office procedures, methods and equipment including computers.  
Basic principles and practices of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic mathematical principles.

**Ability to:**

Learn to assist adjunct faculty/short-term employees with completing employment paperwork.  
Learn the salary schedule criteria for placement of adjunct faculty/short-term employees.  
Learn and understand all applicable requirements for the hiring of faculty.  
Maintain and update personnel databases, records and files.  
Learn to provide employment verifications.  
Learn to monitor, calculate and report adjunct faculty salary placement and advancement.  
Read and interpret academic transcripts from all colleges and universities.  
Prepare clear and concise letters and reports.  
Operate office equipment including computers and supporting word processing, spreadsheet and database applications.  
Work independently in the absence of supervision.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible human resources experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in human resource management, business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting and carrying.