

PALOMAR COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES ASSISTANT II

*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 full journey level class within the Human Resources Assistant series. Employees within this class are distinguished from the Human Resources Assistant I by the performance of the full range of duties as assigned including monitoring and calculating adjunct faculty salary placement and advancement. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general 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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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:

Modern office procedures, methods and equipment including computers.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Principles and practices of human resources.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Assist adjunct faculty/short-term employees with completing employment paperwork.
Understand the salary schedule criteria for placement of adjunct faculty/short-term employees.
Understand all applicable requirements for the hiring of faculty.
Monitor, calculate and report adjunct faculty salary placement and advancement.
Maintain and update personnel databases, records and files.
Provide employment verifications.
Read and interpret academic transcripts from all colleges and universities.
Prepare clear and concise letters and reports.
Apply Federal, State and local laws and regulations pertaining to human resources.
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.