

**CARMEL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – CLASSIFIED CONFIDENTIAL**

**CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO HUMAN RESOURCES**

**RANGE: I (\$5,182.00 to \$7,393.00)**

Confidential employees are those employees who, in the regular course of their duties, have access to, or possess information relating to their employer's employer-employee relations. He/she also performs work of a confidential nature for the Board of Education during salary negotiations and at other times during the year.

**A. PRIMARY FUNCTION**

Under general direction of the Chief Human Resources Officer, with minimal supervision, to administer Human Resources services relative to certificated, classified, management, confidential and non-represented personnel; to maintain personnel records for all district employees; to assist the Director in planning and implementation of Human Resources services; and to perform related work as assigned.

**B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

1. Represents Carmel Unified School District in a professional, informative and welcoming manner to all CUSD staff; candidates for employment; HR vendors and agencies; and the general public. Provides secretarial and administrative support, which requires the use of independent judgment and a thorough understanding of the District's policies, functions and procedures as it pertains to certificated personnel
2. Post vacancies as directed; manage candidate applications; answer inquiries regarding vacancies and hiring procedure; and facilitate interview scheduling; paperwork; candidates testing; and closure with candidates not hired. Prepares employment notices for certificated personnel positions and prepare and place vacancies for advertising in the newspapers, internet, magazines, etc. Assists in the administrative, management, and confidential interviewing process; establish interviewing panels, notifying members of place and times; coordinate interviewing schedules; telephone and schedule applicants; explaining and monitoring procedures; prepare interview packets and complete necessary paperwork after interviewing process is completed
3. Provides orientation for new personnel regarding salaries, policies, procedures; assist new certificated personnel with employment paperwork; processing forms and documentation, and making files for new certificated personnel
4. Assists in the management of the district's benefit programs and meets with provider

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5. Inform new employees of the benefit package and provide information regarding plan options and premiums; enroll new employees; effect changes requested by existing employees in the benefits program; manage open enrollment, assist employees with questions and concerns regarding benefits, and provide information and initiate paperwork regarding COBRA events
6. Supervises all new employee processing including pre-employment testing and fingerprints, background checks, TB clearance, Activity Supervisor Clearance Certificate (ASCC), and related matters
7. Monitors leave requests; prepare correspondence; tracks FMLA/CFRA leaves
8. Assists with Interest Based Bargaining by updating the Certificated and Classified Collective Bargaining Agreements; copies and distribute final Agreements; posts to website; maintains district master file of IBB minutes, communiques, and agreements
9. Maintains close contact with all administrators in planning and anticipating certificated and classified personnel needs
10. Maintains, manages and updates the Human Resources page of the district website  
Compiles information on all personnel in the District for use in the District phone directory
11. Coordinates with Payroll and the Business Office on matters affecting employee pay, benefits, position control, leaves, and Worker's Compensation regulations. Oversees back-to-work program and ensures compliance with such
12. Prepares and maintains statistical information on all personnel and submit necessary federal, state, county, and local reports
13. Establishes annual Personnel Directory, Seniority Lists, Staff Lists, and other personnel information as required
14. Assist with the coordination and hosting of the annual New Teacher Orientation with coordination of District professional development and training workshops for certificated, classified, confidentials and management
15. Composes and compiles reports in accordance with oral and written instructions
16. Prepares correspondence independently or from oral instructions. Prepares letters, memoranda, reports, contracts, and other documents from rough draft, verbal instructions, and tape recordings using the computer
17. Maintains administrative files and records. Develops and implements office filing systems and administrative procedures to ensure the smooth transition and storage of certificated personnel files. Checks reports, records, forms and other documents for accuracy, completeness, and conformance with school district standards
18. Assigns work and coordinates secretarial and clerical work of other employees assigned to the Human Resources Department
19. Prepares Memorandums of Understandings (MOU) and side letters where appropriate
20. Ensures that accurate position control is coordinated with Business Services
21. Prepares Board agenda materials for Human Resources utilizing online agenda program for submission to the Board of Trustees

22. Assists the updating, revising, and creating of policies and administrative regulations for Board approval
23. Attends meetings to provide administrative support; and may serve as secretary to committees, preparing agenda and minutes
24. Maintains material of a highly confidential and sensitive nature
25. Maintains Chief of Human Resources' appointment calendar; and assists Chief Human Resources Officer in coordinating special projects required of the Deputy Superintendent
26. Makes all registration/travel arrangements for Chief Human Resources Officer related to conferences or other meetings and functions. Prepares requisitions, check requests, and travel expense reports for the Chief Human Resources Officer and the HR Department
27. Attends public Board meetings as requested
28. Verifies master teachers and student teachers at the schools; invoices various universities for the stipends; and after receiving payment, instructs Payroll to pay the appropriate stipends to the mast teachers
29. Monitors and reconciles budgets as assigned

C. QUALIFICATIONS

1. Knowledge of:
  - a. Basic School District functions, policies, rules and regulations
  - b. Modern office methods, practices, procedures including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment usage including proficiency in multiple software data management systems and Microsoft Office Suite
  - c. California Education Code as it relates to certificated and classified personnel
  - d. Credential types and requirements
  - e. University/college transcript interpretation
2. Ability to:
  - a. Learn, interpret and apply District policies, law, rules and regulations
  - b. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties
  - c. Perform highly responsible and complex secretarial and clerical work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures
  - d. Compose correspondence independently
  - e. Take notes at meetings and conferences and transcribe into clear and concise report and minutes

- f. Establish and maintain cooperative relationships with administrators, teacher, other employees, and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise
- g. Understand and carry out complete oral and written instructions
- h. Use correct English usage, spelling, grammar and punctuation
- i. Use a computer to manage the district personnel management software, perform clerical tasks and maintain records

D. PHYSICAL REQUIREMENTS

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

- 1. Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- 2. Ability to hear and understand speech at normal levels in person and on the telephone
- 3. Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- 4. Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner
- 5. Ability to routinely lift/carry supplies and printed materials weighing up to 25 pounds

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time; bending, crouching, kneeling or reaching to access files, binders, etc. from ground level to 6 feet above the ground; pushing/pulling of file drawers; reaching in all directions and working at a computer and/or telephone for prolonged periods of time.

Board Approved: September 9, 2015