

SAN JOSE UNIFIED SCHOOL DISTRICT

I. **Title** Confidential Human Resources/Employee Relations Secretary

II. **Definition**

Under limited supervision, within a broad framework of established policies and procedures, plan, coordinate and participate in support activities related to the responsibilities and functions of the Human Resources Department; assist the Director of Human Resources/Employee Relations or department administrators in work of the department; play a lead role in the maintenance of records and completion of tasks as appropriate; perform complex and exceptionally responsible duties with a high degree of independent action, including those related to employer/employee relations or negotiations; initiate and use independent judgment in the application and follow through on administrative decisions and policy making; requires extensive school, public and organizational contact and an accurate interpretation of district policies, contracts and procedures. May coordinate the work of department employees.

III. **Examples of Duties**

Handles and processes administrative details not requiring the immediate attention of the administrative official; collects and compiles information relating to administrative, fiscal, and educational activities including a wide variety of statistical reports, forms, surveys and files; responds to appropriate correspondence independently; formats and keys a variety of difficult material including minutes, orders, reports, memoranda, data bases, records, documents, statistical data; maintains suspense file of weekly, monthly and annual responsibilities for administrator, prompting for timely closure; gives out information or answers questions where independent judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary; receives complaints for the administrator and takes steps to assure that they are adjusted; maintains control files on his/her own matters in progress as well as those of the HR administrator and expedites their completion; assists in the revision, evaluation and implementation of the department operating procedures; works with the administrator to develop the department budget, and assure fiscal responsibility through consistent and timely records; creates and maintains a system of information organization for employee contracts and negotiations; sorts and screens correspondence; prepares board agenda items; orders and maintains inventory of office supplies; consistently maintains files and records of department business in a method allowing timely access to topics required.

IV. **Distinguishing Characteristics**

Requires minimal supervision, demonstrates a positive attitude and a high degree of organizational skills, responsibility and accuracy. Is able to build a suspense

calendar of annual tasks and events to schedule and organize team members to fulfill tasks within designated District, State and Federal Consent Decree time lines. Provides support/secretarial services to administrative staff.

V. Employment Standards

A. Knowledge of:

Educational programs in the district;

Budget development, financial record keeping procedures;

Modern office procedures, practices and equipment operation, including but not limited to Macintosh and PC computers;

Correct English usage, spelling, grammar, punctuation, vocabulary, and editing procedures for self and team;

Methods of preparing and insuring accurate correspondence and complex reports;

Various software and hardware used in the school district including but not limited to word processors, spread sheets, data bases, Comprehensive information Management System, Employee Management System, Human Management System, and Substitute Employee Management System.

All employee contracts, district organization, policies, and rules.

B. Ability to:

Perform responsible clerical work, data entry and compute mathematical calculations with speed, thoroughness and accuracy;

Coordinate and motivate department employees to complete a specific project or task requiring a team effort;

Meet the public, administration, and public/private agencies, tactfully and courteously and to establish and maintain cooperative and effective working relationships with department and district administration and employees;

Exercise considerable judgment and discretion in assigned duties, recognizing scope of authority;

Maintain positive relationships with staff and develop an attitude of a team player;

Analyze situations and make decisions in procedural matters without immediate supervision;

Maintain confidentiality of Human Resource materials and information;

Prioritize work, calendar monthly and annual tasks, begin and complete them within timelines without administrator monitoring;

Assess and edit work completed and in progress, performed by self and team members;

Recognize situations that need to be brought to the immediate attention of a Human Resources administrator;

Prepare and maintain accurate and complete records and reports, at times compiling research from various locations;

Pass district clerical test;

Key at a speed of not less than 60 words per minute from clear copy or pass the district clerical computer test.

C. Education/Training/Experience:

Completion of the twelfth grade;

Professional course work in educational administration, business/accounting, and/or management practices.

Four years of broad and increasingly responsible clerical, secretarial or technical experience, at least two of which shall be with a school district, or any combination of education, experience and training which would indicate possession of the knowledge, skills and abilities listed herein;

D. Physical Effort/Work Environment:

Light to moderate physical effort with occasional standing, walking or bending; periodic handling of light to medium weight parcels; indoor work environment.

E. Licenses/Certificates:

Valid California driver's license

VI. **Specific Qualifications:**

Must pass District clerical test and either keyboard or computer test.

Date 6/19/96

Range 28 CONF.

Position Code CONHRS

PT

