

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Personnel Services Assistant

Job Purpose Statement/s: The position of Personnel Services Assistant is done for purposes of providing support to the Personnel Services Division; communicating information to District employees, the public, other districts, and agencies; processing and orienting employees with respect to benefits programs and other aspects of employment in the District; providing support to ensure compliance with financial, legal, and administrative requirements; and providing information and direction as necessary.

Essential Job Functions:

- Responds to staff and public inquiries for purposes of providing information and direction.
- Assists in recruitment of classified employees and substitutes, including posting of announcements for vacant positions, processing applications for employment and related materials, and coordination of pre-employment screening procedures.
- Creates and maintains accurate employee records for inclusion in the District's personnel and payroll data base.
- Establishes, maintains, and monitors employee personnel files.
- Assists in the implementations of rules, regulations and procedures of technical nature.
- Assists in collecting, processing and maintaining sensitive information related to the collective bargaining activities of the District.
- Maintains confidential records and files for use during collective bargaining activities.
- Compiles and maintains accurate data related to salary and benefits and other personnel practices supporting studies carried out on behalf of the District.
- Assists in monitoring and reviewing employee benefits programs, including processing of new enrollees, maintaining accurate records for retirees and employees on leave of absence, and reviewing and processing of billings from medical benefits administrators.
- Maintains and updates the Personnel Services Division's component of the District's website, including the posting of updated policies and regulations, position descriptions, and other pertinent information supporting the personnel functions of the District under direction.

Other Job Functions:

- Attends workshops and conferences for the purpose of ongoing training for improvement of professional knowledge and skills.
- Attends and participates in meetings for the purpose of conveying and gathering information required to carry out the roles and responsibilities of the position.
- Represents the Personnel Services Division as necessary and various meetings.
- Performs other duties as assigned.

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Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- Prior job related experience with increasing responsibility.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of District identified computer applications; use English in both written and verbal form; use correct spelling, grammar and punctuation.
- Knowledge of basic accounting principles, standard office equipment, computer software applications to complete essential job functions
- Abilities to interpret and apply District policies, laws, rules, and regulations; assess priority situations and implement appropriate activities without direction; deal effectively with a wide variety of personalities and situations requiring diplomacy and public relations; independently compose and edit letter, reports; establish and maintain cooperative working relationships; respect and protect all confidential information; delegate appropriately. Significant physical abilities include reading/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.

Reports to: Assistant Superintendent-Personnel Services and/or other designated administrator/coordinator

Work Year: 225 days

Salary Placement: Confidential/Supervisory Salary Schedule
DD

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Management Team.

Board Approved: March 6, 2007