

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: PERSONNEL SERVICES ASSISTANT II

Job Purpose Statement/s: Under the direction of the Assistant Superintendent of Human Resources, the Personnel Services Assistant II performs complex and confidential personnel processing duties requiring independent judgment and analysis. These duties include but aren't limited to 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.
- Compiles data and conduct research on identified items related to negotiations and negotiated agreements.
- Establishes, maintains, and monitors employee personnel files.
- Assists in preparing reports and collection of data needed for administrative decisions that facilitate implementation of District policies and programs; collects and compiles information pertaining to specified administrative and operational functions.
- Maintains a variety of complex personnel records, lists, files and records including confidential materials.
- 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.
- Meet with new employees / benefit eligible employees and explain the difference in medical plans including dental & vision coverage; verify dependents eligibility.
- Process all health enrollments in the various programs, (CalPERS, KCares) for all employees; calculate and enter employer/employee cost into payroll system.
- Compile and maintain benefit information for use during collective bargain negotiations; maintain spreadsheet with all employees, plans, cost to employee, district cost based on bargaining groups.
- Compiles and maintains accurate data related to salary and benefits and other personnel practices supporting studies carried out on behalf of the District.
- Monitors and reconciles all billings (CalPERS, SIG, voluntary insurances) and submit to Business for payment every month.
- Maintains and monitor records for retirees; send out applicable reminder letters for current and former employees.
- Manage the COBRA program, Open Enrollment, and 125 Plan with American Fidelity.
- Assist with monitoring and managing the SmartFind Express Substitute System.
- Monitor and process Classified employees, longevity increases, step Changes, professional growth, evaluation, etc.
- Update and monitor Classified seniority lists.
- Prepare Classified personnel report for monthly Board meetings, work year calendars, and staff directory.
- Monitor employee work hours related to the Affordable Care Act requirement.

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- Assist in maintaining and updating 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.
- Attends workshops and conferences for the purpose of ongoing training for improvement of professional knowledge and skills.
- Attends and participates in meetings as appropriate.
- Represents the Personnel Services Division as necessary and various meetings.
- Performs other duties as assigned.

Job Requirements - Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- High School diploma or equivalent.
- Must have experience with diverse student and community populations.
- Prior job related experience with increasing responsibility.

Knowledge & Abilities:

KNOWLEDGE OF:

- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- 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.
- Modern data management, storage and retrieval systems.
- Effective communication and public and human relations strategies, methods and techniques.

ABILITY TO:

- Abilities to interpret and apply District policies, laws, rules, and regulations.
- Assess priority situations and implement appropriate activities without direction.
- Plan, organize, direct and manage office systems.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports, compose and edit letters.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality of records and privileged information.

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Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Office environment
- Subject to occasionally driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculin Clearance.

Reports to: Assistant Superintendent Human Resources

Work Year: 225 days

Salary Placement: Confidential/Supervisory Salary Schedule
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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: November 17, 2015