POSITION DESCRIPTION

TITLE: Human Resources Administrative Assistant
LOCATION: Administrative Service Center
REPORTS TO: Chief Human Resource Officer
DEPARTMENT: Human Resources

SUMMARY STATEMENT:
Under the supervision of the Chief Human Resource Officer, this position will be a motivated, enthusiastic professional with proven ability to manage multiple projects simultaneously. Proven expertise in establishing rapport and building trust with individuals from diverse backgrounds and be highly-skilled at relationship building.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Provide customer service to District employees and to the public.
3. Serve as a point of contact for the Chief Human Resource Officer and Director Human Resources.
4. Set appointments, arrange meetings, schedule interviews and coordinate other HR events.
5. Maintain calendars of Human Resources Administrator(s) and anticipate their needs for upcoming meetings.
6. Coordinate district-wide employee orientations.
7. Compile information and statistics on the economic proposals of both labor and management.
8. Assist in follow up from labor relation meetings.
9. Assist in taking notes during bargaining sessions.
10. Assist with new employee hiring processes.
11. Conduct internal audits of personnel files.
12. Coordinate district-wide meetings, maintain agendas and prepare meeting materials.
13. Assist with the recruitment process.
14. Schedule, organize, arrange travel and participate in recruitment fairs as to generate qualified applicants.
15. Develop and maintain relationships with college and university placement offices.
16. Assist with student teaching placement and placement tracking and process student teacher mentor stipends.
17. Assist in organizing staff training.
18. Research, analyze, prepare, and present hiring statistics and prepare state reporting.
19. Process certificated staff overage calculations and submit for payment.
20. Establish Best Grant eligibility and process grant stipends.
22. Update job descriptions, as needed.
23. Organize travel arrangements for Human Resource Administrator(s).
24. Handle sensitive information in a confidential manner.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Assist with additional projects, as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Acceptable Attendance
- Lifting Up to 50 lbs. (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Walking (33-66%)
- Speaking (66-100%)
- Hearing (66-100%)
- Standing (33-66%)
- Bending/Stooping (33-66%)
- Pushing/pulling (up to 33%)
- Travel (33-66%)
- Sitting (33-66%)
- Walking (33-66%)
MENTAL DEMANDS REQUIRED:

- Reading Documents (66-100%)
- Confidentiality (66-100%)
- Written Communication (33-66%)
- Detail Work (66-100%)
- Problem Solving (66-100%)
- Customer Contact (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Math (33-66%)
- Verbal Communication (66-100%)
- Reasoning (66-100%)
- Training (Up to 33%)
- Constant interruptions (66-100%)
- Confidentiality (66-100%)
- Customer Contact (66-100%)
- Reasoning (66-100%)
- Written Communication (33-66%)
- Multiple Concurrent Tasks (66-100%)
- Math (33-66%)
- Verbal Communication (66-100%)
- Training (Up to 33%)
- Constant interruptions (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

IBM/PC (clone), 10-key calculator, scanner, telephone, copy machines, printers, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

1. Bachelor degree in related field preferred or three years of experience in Human Resources.
2. Demonstrated ability to communicate effectively with students, staff, and the general public.
3. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
4. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
5. Demonstrated ability to handle multiple priorities at one time.
6. Demonstrated organizational skills and a commitment to follow through.
7. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
9. Must be adept at problem solving, including being able to identify issues and resolve problems in a timely manner.
10. Must possess knowledge of state reporting process.
11. Must possess strong interpersonal skills.
12. Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
13. Must be organized, accurate, thorough, and able to monitor work for quality.
14. Must be dependable, able to follow instructions, respond to management direction, and improve performance through management feedback.

Notice of Nondiscrimination:

Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
</tr>
</tbody>
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260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

Revised Date: 11/21/2019
Classification: Management/Confidential
Class: Management/Confidential
Display on Web? Yes

Human Resources Administrative Assistant