

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CONFIDENTIAL POSITION

JCN: 251
RANGE: 151
NON-EXEMPT

HUMAN RESOURCES EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, perform a variety of highly skilled, responsible, complex, and confidential administrative assistant duties to relieve the Assistant Superintendent, Human Resources of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications for the Assistant Superintendent, Human Resources.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Ability to interpret, apply and explain highly complex, confidential, and detailed program related information.
- Assist and advise county office personnel on Human Resources policies, procedures, and bargaining unit agreements; communicate policy and procedure changes to county office personnel and other stakeholders.
- Assist with scheduling and coordinating staff coverage in Human Resources.
- Assist with the development of department budgets; monitor assigned budgets; recommend budgetary adjustments to the Assistant Superintendent, Human Resources; assist in ensuring expenditures do not exceed established budget limitations, including, but not limited to, reviewing and reconciling invoices; prepare, calculate, and revise accounting and budgetary data; process budget transfers, billings, and purchase orders.
- Communicate with county office staff, students, parents, government agencies and outside organizations to coordinate programs and activities, exchange information and resolve issues or concerns.
- Compile information, prepare and maintain a variety of data, records and reports related to department operations, financial activity, correspondence, agenda items, board meetings, personnel and assigned duties; ensure accuracy and completeness of data, records, and reports; establish and maintain filing systems.
- Compose highly complex confidential reports, spreadsheets and memorandums independently or from oral instructions; compose a variety of correspondence including interoffice communications, lists, notices, forms, letters, contracts, memoranda, agenda items, handbooks, manuals, and other materials; assist in the development, implementation and analysis of Human Resources policies, standards, and procedures to enhance department efficiency; develop forms and documents to meet department needs.
- Coordinate and organize responsible, confidential Human Resources office activities; facilitate and oversee flow of communications for Assistant Superintendent; Human Resources; keep Assistant Superintendent; Human Resources apprised of potential problems and situations.
- Coordinate county office employee recognition programs and special events.
- Coordinate, schedule and attend a variety of meetings, workshops, in-services, and other assigned events; compose, submit, revise, and distribute agenda items; prepare and distribute notices of meetings; maintain appointment and activity calendar for Assistant Superintendent, Human Resources; reserve facilities; collect and compile information for meetings, projects, and workshops; take, transcribe, and distribute minutes as directed.
- Coordinate trainings/workshops for county office, school district and outside agency personnel; ensure appropriate facilities, materials and equipment are available as requested.

- Coordinate travel arrangements and make reservations as assigned, process related reimbursement forms.
- Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate workflow; prioritize workload according to established timelines.
- Develop and maintain paper and electronic systems utilized by the Assistant Superintendent, Human Resources.
- Ensure mandated reports are completed and submitted to appropriate agency or personnel according to established timelines; ensure accuracy and completeness of data, records, and reports; establish and maintain paper and electronic filing systems for Assistant Superintendent, Human Resources.
- Exercise independent judgment in resolving a variety of highly complex issues, complaints or problems and refer difficult issues to the Assistant Superintendent, Human Resources as necessary; problem solve and make difficult decisions as needed and formulate plans of action.
- Guide visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; respond to inquiries, resolve issues and conflicts, and provide technical information and assistance related to county office and department operations, policies, standards and procedures.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create confidential queries, manipulate data, and generate a variety of mandated and requested computerized lists and reports; ensure accuracy of input and output data; ensure mandated reports are completed and submitted to appropriate governmental agency or personnel according to established timelines.
- Maintain the Assistant Superintendent, Human Resources' calendar; coordinate, arrange and confirm meetings, conferences, and appointments; screen requests for appointments; schedule a variety of internal and external meetings.
- Manage time and prioritize tasks to meet deadlines.
- Monitor inventory levels of office supplies and equipment; contact vendors to coordinate purchases and request product information; receive and maintain inventory of supplies and equipment as directed.
- Perform public relations and communication services for Assistant Superintendent, Human Resources; initiate and receive telephone calls; record and relay messages as appropriate; schedule and arrange interviews, appointments, conferences, and other events; maintain confidentiality of sensitive and privileged information.
- Proofread and check a variety of forms, correspondence, documents and other materials for accuracy, completeness and compliance with County Superintendent standards, policies, and procedures.
- Receive, open, sort, screen and distribute incoming mail; open mail and compose responses independently as appropriate; prepare and disseminate informational packets and bulk mailings to the public and staff regarding various events and programs as assigned.
- Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed; assist in the development and maintenance of financial records; assist in implementing sound budgetary procedures.
- Serve as a liaison in coordinating matters between the Assistant Superintendent, Human Resources, and division management staff; reviews, determine priority and route incoming correspondence, email, reports, and other documents; handle or refer matters in accordance with established procedures.
- Serve as a member of the County Superintendent's negotiating team; assist in the preparation of data, reports, confidential queries, and information utilized by the county office negotiations

team and department administrators for the purposes of preparing tentative bargaining unit agreements in support of proposed salary schedule, job descriptions, benefit adjustments and/or other elements of proposals; distribute agendas and notices of meetings; take, transcribe and distribute minutes as directed.

- Train and provide work direction, guidance, coaching and oversight as assigned; review work to ensure accuracy and completeness; provide input concerning personnel matters as requested; provide professional development to assigned personnel.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to meet deadlines based on program need and to attend evening and weekend meetings/conferences as assigned.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business letter and report writing techniques.
- Data control procedures and data entry operations.
- Inventory maintenance practices and procedures.
- Labor relations and contract agreements.
- Mathematical calculations.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Principles and techniques of organization, administration, personnel management and budget development and control.
- Principles and techniques of policy analysis and development.
- Principles and techniques of project and process management.
- Principles of record keeping and reporting procedures.
- Principles of training and providing work direction.
- Professional telephone techniques and étiquette.
- Public relations techniques.
- Record-keeping techniques.

- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Add, subtract, multiply and divide with speed and accuracy.
- Compile and verify data and prepare reports.
- Compose correspondence and written materials independently or from oral instructions.
- Ensure efficient and timely completion of office projects and activities.
- Identify and gather appropriate quantitative or qualitative data.
- Identify costs, benefits, and risks associated with recommended courses of action.
- Generate a range of alternative solutions to identified problems or needs and develop logical and persuasive recommendations.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and files.
- Meet schedules and timelines.
- Plan and organize work.
- Understand and resolve issues, complaints or problems.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree preferred.

EXPERIENCE:

- Five years of increasingly responsible administrative secretarial experience.
- County office or school district experience preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Constant interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling, or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 05/20/2021

Revised: 07/01/2022