

San Mateo Union High School District

M E M O R A N D U M

TO: Board of Education
FROM: Kirk Black, Deputy Superintendent
DATE: August 11, 2022
RE: **HR Assistant Job Description Revisions**

I. Background

The revised HR Assistant job description incorporates the Benefit Technician duties. The Benefit Technician/HR Assistant position is currently at range 41 and the job functions are basically the same as the HR Assistant position that is currently at range 142.

Having two HR Assistant positions at two different ranges is not sustainable. This job description revision will correct this discrepancy by incorporating all of the duties of the HR Assistant into one job description and include the benefits technician duties. If approved, this would allow the three HR Assistants to rotate and cross train, thereby gaining valuable experience across the spectrum of duties.

II. Recommendation

Approve the recommended revisions to the HR Assistant job description.