



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES ASSISTANT

REPORTS TO: Deputy Superintendent of HR & Student Services — **SITE:** District Office

CLASSIFICATION: Classified Bargaining Unit — **WORK YEAR:** 12 Month

SALARY: Range 142 – Classified Schedule

APPROVED BY THE BOARD OF TRUSTEES: [November 12, 2020](#) [August 11, 2022](#)

JOB SUMMARY:

Under [the general supervision of the Deputy Superintendent of Human Resources and Student Services](#), perform a variety of technical personnel administrative duties including but not limited to assisting employee recruitment and hiring, forms processing ~~and~~, records maintenance, and District ~~and~~ department communications. ~~This position plans and carries out these tasks and handles problems in the work assignment in accordance~~ **Assist with instructions, policies, or previous training. The work consists** [day to day operations of the Human Resources functions and duties that involve related steps, processes or methods. The, with attention to details by checking for accuracy and completeness. Provide clerical and administrative support to Human Resources Generalist and Credential Analyst, and Benefits Coordinator. This](#) Position has significant contact with all District employees for the purpose of which to clarify or give facts or information. ~~The incumbent will act as a relief receptionist for the District Office. Perform~~ [Assist New Employee Orientation and provide staff with explanation of comprehensive benefit plans. The employee uses initiative in carrying out recurring assignment independently but refers deviations, problems, and unfamiliar situations not covered by instruction to the Deputy Superintendent of Human Resources and Student Services for decision or help. The incumbent will act as relief receptionist for the District office, and perform](#) other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. [Assist the Executive Coordinator to the Deputy Superintendent of HR and Student Services, HR Generalists Human Resources Generalist and Credential Analyst and Benefits Coordinator in their assigned duties.](#)
 - [Input demographic information on all employees into various systems Staff Information System \(Aeries\); integrated HRIS system for payroll processing; Absence Management System \(Frontline\).](#)
 - [Update name, address and contact information changes into various systems.](#)
 - [Monitor Board Personnel Items for changes in employee status and update data in system.](#)
 - [Maintain related personnel files up-to-date; and perform filing duties for Human Resources department.](#)
 - [Prepare a variety of correspondence memoranda and reports.](#)
 - [Verify employee record of employment and conduct professional reference checks.](#)

2. Process clearances and conduct new hire ~~orientation for classified substitutes for employees~~, student teachers, ~~student workers, substitute teacher~~, interns, volunteers, independent consultants, coaches and co-curricular activities.
3. Prepare job postings and contracts for coaches and co-curricular activities. Compile new hire employment paperwork and enter information into the HR information system for payroll action.
4. Assist HR Generalist and Credential Analyst in preparing and distributing job announcements, newspaper advertisements, and recruitment brochures; provide information to job applicants about employment procedures, examinations, selection processes, and job requirements.
5. Set up testing rooms, proctor and score written examinations, prepare interview folders, schedule and interview appointments, arrange for and schedule oral board panel members, and participate in interview sessions.
6. Type a variety of correspondence memoranda, reports, in-service transaction forms, candidate test invitation letters, notifications of examination results, and other personnel documents.
7. Compile and maintain paper screening, employment testing, affirmative action data, -and related personnel records using computer database programs.
8. Plan and coordinate ~~classified employee~~ professional development day.
9. Update from California School Boards Association (CSBA) all Board policies for the District, and maintain records of Board policies.
10. Process ~~classified employee~~ variable time reports for payroll action.
11. Assist in conducting new employee orientations.
12. Maintain database records for evaluations for ~~classified~~ employees and generate reminders to supervisors, mandated compliance online training, tuberculosis clearance, and classified catastrophic leave.
13. Assist HR Generalist with Workers Compensation claims, temporary disability checks and overpayment, and update data for the Cal/OSHA 300 log reporting.
14. Review certificated staffing allocation for accuracy.
15. Maintain University memorandum of understanding for student teachers/interns.
16. ~~Reconcile invoices for billing accuracy.~~
17. Prepare check reimbursement, loan forgiveness, and teachers disability claims according to established procedures and codes.
18. Assume responsibility for Verifications of Employment for all employees.
19. Communicate Board Personnel items in preparation of all Board letters to employees, online training updates, ~~and prepare~~ certificates of recognition ~~to tenured employee and ID badges~~.
20. Assist the Credential Analyst in reviewing the Certificated Staffing Allocation.
 - Update CalPERS name and address changes, ~~absence~~
21. ~~Absence~~ information system for classified substitutes, and classified catastrophic leave enrollment form.
22. Process verification of experience and transfer of sick leave for ~~certificated~~ employees:
 1. ~~Prepare certificates of recognition to tenured teachers and ID badges.~~
 2. ~~Perform filing duties; maintain personnel files; post and retrieve documents.~~

- Process Substitute Requisition Forms; enter budget codes in Absence Management System; and obtain budget code for all District/school certificated absences and ensure tasks meets payroll deadline.
 - Track the number of days' substitutes work on a monthly basis and identify substitutes who qualify for paid sick leave.
 - Follow established procedures and send out prepared Statement of Available Sick Leave notices to qualifying substitutes in accordance with Sick Leave Law AB1522.
 - Process requests for substitute sick leave use and update Sick Leave Tracking Report.
 - Assists the Benefit Coordinator in reconciling and prepare payment for all bills.
 - Support the Benefits coordinator in generating monthly employees' benefits reports and reconcile to billing statements, and forward benefits change and amendment documents to carriers.
 - Prepare correspondence to insurance carriers on behalf of employee to resolve plan enrollment, coverage, and billing problems.
 - Provide COBRA information to employees' separation from the District; assist the Benefits Coordinator to process all documents and required notices related to COBRA; ensure employees receive all required documents; and in conjunction with the Benefits Coordinator resolves COBRA issues.
 - Assist the Benefit Coordinator in preparing retiring employees with preparation of benefit continuance forms.
 - Assist Benefits Coordinator with open enrollment information for all health and welfare plans and meetings, and arrange for insurance carrier representatives to make health plan presentations.
 - Assist the Benefits Coordinator to conduct Benefit orientation with new hires.
 - Monitor Board Personnel Items for all employee status changes; assist and process required benefits forms for enrollment, termination, and changes in benefits. Obtain required documentation (i.e. proof of dependent, loss of coverage) and complete payroll forms for payroll action.
- 23.▪ Act as relief receptionist for District Office.
- Acts as back-up mail person; receive, sort and distribute incoming and outgoing District mail.
- 24.▪ Perform other related duties, as assigned.

EMPLOYMENT STANDARDS:

Employment Standards:

- Incumbent must be able to perform essential functions above plus assigned department duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Bachelor's degree required or equivalent experience.
- Advanced knowledge of word-processing programs, including but not limited to all Microsoft Office products; spreadsheets and databases.
- The ability to interact with public, staff and administration in a professional manner.

- Excellent verbal and written skills.
- The ability to multi-task in a busy environment.
- Demonstrated ability to attention to detail.
- HR experience required.

KNOWLEDGE OF:

- Laws, regulations and procedures related to employee benefits programs.
- General employee payroll processing.
- Current trends in employee benefit rules, regulations and practices.
- Principles and practices of effective and efficient customer services.
- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Computer software applications including Human Resources Information System (HRIS) computer application software.
- Business mathematics.
- Operations, policies and objectives generally found in human resources functions within an organization.
- ~~Principles and practices of effective and efficient customer services.~~
- Advanced knowledge of word processing programs, including but not limited to all Microsoft Office applications including Human Resources Information System (HRIS) computer application software.
- Effective and efficient record-keeping techniques.
- ~~Correct English usage, spelling, grammar, punctuation and vocabulary.~~
- Business letter writing and basic report preparation.
- ~~Business mathematics.~~

ABILITY TO:

- Reconcile billings and reports in a timely manner.
- Follow and interpret administrative guidelines and procedures related to employee benefit programs.
- Gather and evaluate relevant information in researching and resolving benefit-related issues.
- Balance several job functions at one time.
- Explain and apply regulations, policies and procedures to various employee benefits.
- Perform various mathematical computations, using a calculator, related to rates, premiums, refunds, deductions, and contributions.
- Use and/or create spreadsheet applications to automate work processes.
- Establish and maintain effective relationships with those contacted in the course of work.
- Research, interpret and apply rules and regulations related to personnel policies and guidelines, and survey techniques.
- Modern administrative practices, methods and procedures.
- Use tact and good judgment in informing applicants, candidates, and employees about human resources rules, policies, and procedures.
- Interact with public, staff and administration in a professional manner.
- Perform detailed work accurately within established timeframe.
- Review documents for completeness, accuracy, appropriate authorization and compliance.
- Maintain confidentiality of employee records and reports.
- Communicate complex information clearly and concisely both orally and in writing.
- Maintain database records and files using computer software including spreadsheets.
- Compile information and prepare reports.

- ~~Make arithmetic calculations with speed and accuracy.~~
- Analyze procedural matters and resolve problems.
- Prioritize and schedule work tasks independently to meet deadlines.
- Communicate clearly, orally and in writing.
- Operate a computer and human resources information system software.
- Keyboard at a speed of 50 wpm.
- ~~Establish and maintain effective relationships with those contacted in the course of work.~~
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same. Observe health and safety regulations.
- Meet schedules and time lines.
- ~~Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.~~

PHYSICAL DEMANDS

PHYSICAL DEMANDS/WORKING CONDITIONS:

- ~~Vision sufficient~~Ability to sit for extended periods of time.
- Ability to read hand-written and fine printed materials including data and information on a computer screen.
- ~~Hearing sufficient~~Ability to hear conversation in person and on the telephone.
- ~~Speech sufficient~~Ability to speak in an understandable voice.
- ~~Manual dexterity and coordination sufficient~~Ability to operate a computer keyboard, copier calculator and related office equipment.
- ~~Physical stamina~~Ability to stand, reach, bend, lift, kneel, squat, and grasp in order to file and retrieve materials.
- ~~Mobility to move from desk to cabinets and files within a department.~~
- ~~Stamina to sit for extended periods of time.~~
- ~~Stamina~~Ability to lift up to 20 pounds.
- ~~LICENSE AND OTHER REQUIREMENTS~~Ability to work in moderate noise level working environment.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice ~~Live Scan fingerprinting~~ fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis clearance.

The intent of this ~~position~~job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. ~~and are not intended to reflect all duties performed within the job.~~ Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. ~~Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.~~

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our Nondiscrimination in Employment policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.