

PERALTA COMMUNITY COLLEGE DISTRICT – April 3, 2013

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

EXECUTIVE ASSISTANT (HUMAN RESOURCES & EMPLOYEE RELATIONS)

Confidential Salary Range 31

Job Code: 953

CLASS PURPOSE

Under the supervision of the Vice Chancellor for Human Resources and Employee Relations, provides a broad range of routine paraprofessional, technical, and administrative support services to the Office of Human Resources and Employee Relations. Prepares various routine and specialized administrative documents and correspondence, and coordinates or oversees all day-to-day office operations and administrative support activities. Performs paralegal work of standard professional difficulty, and assists in routine aspects of potential litigation, legal and/or factual research and analysis, and drafting of documentation.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings during peak periods.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Reports to and is directly responsible for administrative support services for the Vice Chancellor.
- Prepares a wide variety of documents under supervision, including transcription of tape recordings, drafting of documents, and processing of a variety of correspondence, memoranda, reports and documents from prior documents. Utilizes standard word processing and spreadsheet applications.
- Prepares meeting agendas, and drafts items for board agendas.
- Maintains confidential files. Establishes and maintains a file tracking system, databases, records, and/or other documents.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may use other department-specific equipment. May plan, direct and review the work of student employees.
- Assists directly in a wide range of administrative and operational functions.
- Orders and maintains office supplies and arranges for maintenance to facilities and equipment and other services as required.

Job Description: Executive Assistant (Human Resources and Employee Relations)

- Schedules, coordinates, and facilitates meetings and conferences, arranging travel, lodging, facilities, and reimbursement as appropriate; provides coordinates direct administrative support services to the Vice Chancellor.
- Attends and take minutes of meetings, union negotiations, advisory and administrative groups.
- As specifically directed by the Vice Chancellor, conveys routine information to management regarding employee-employer relations, contractual issues.
- Performs research and other work related to a variety of employee-employer relations matters, negotiations and collective bargaining agreements.
- Contacts college administrators, members of the Board of Trustees, public agencies and members of the public to obtain or transmit information for the Vice Chancellor.
- Serves as liaison between the Vice Chancellor, Chancellor, management staff, academic and classified staff, students, representatives of community agencies and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring callers to the executive or others.
- Compiles, reviews, and organizes evidence and other information for administrative agencies such as the State Chancellor, Office for Civil Rights, the Equal Employment Opportunity Commission, Department of Fair Employment and Housing, and meetings, as appropriate.
- Manages departmental budget and expenditures, and reconciles periodic management information report.
- Conducts legal and factual research and data analysis as directed; compiles data from sources such as electronic and hard copy digests, practice manuals, and/or published laws and regulations.
- Prepares, proofreads, and reviews materials such as legal documents, contracts, amendments, and resolutions to ensure accuracy of duties, clarity of wording and language, conformance to standard legal style, consistency between clauses and/or provisions, verification of accuracy and pertinence of citations and code references through use of the law library; and completeness of all appropriate supporting documentation; notes necessary changes, additions, deletions, and corrections for review and approval by the Vice Chancellor.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of a bachelor's degree from an accredited college or university and two years of administrative and/or technical support experience including training as a legal secretary, paralegal or other legal paraprofessional; or any equivalent combination of training and experience that provides the knowledge and skills listed below.
2. Demonstrated ability to effectively communicate both orally and in writing, including proficiency in business English usage; composing correspondence, memoranda and other written materials from general instructions; spelling; grammar and punctuation; basic arithmetic; filing and record keeping procedures; and telephone techniques.

Job Description: Executive Assistant (Human Resources and Employee Relations)

3. Demonstrated ability to research and analyze data and information and develop, evaluate and present alternative recommendations.
4. Extensive experience operating a personal computer and peripheral equipment (Word, Excel, PowerPoint, and Outlook), using modern software, including word processing and data input.
5. Ability to operate a keyboard at a corrected speed of 65 words per minute. A typing test and/or other skills assessment tests may be administered in the selection process.
6. Demonstrated ability to shift priorities, superior organizational skills, and ability to meet deadlines and work under pressure, including experience performing and completing difficult and responsible administrative support work with speed and accuracy.
7. Work experience in an environment that involves working cooperatively with others, meeting the public with courtesy and tact; and working effectively and maintain the work flow even when experiencing frequent interruptions.
8. Demonstrated ability to maintain confidentiality of privileged information obtained in the course of work, handle personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
9. Demonstrated proficiency in using mainframe information systems (such as human resources, and budget and finance systems).
10. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Demonstrated proficiency in the basic principles of legal research. Knowledge of legal terminology, phraseology, principles, procedures and forms as related to administrative assistant work performed.
- Demonstrated proficiency in composing legal and other correspondence, memoranda and other written materials from general instructions.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity

Job Description: Executive Assistant (Human Resources and Employee Relations)

- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A