

**PERALTA COMMUNITY COLLEGE DISTRICT - February, 2012**

**CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION**

**STAFF ASSISTANT/BENEFITS  
(Confidential Salary Range 20)  
Job Code: 993**

**CLASS PURPOSE**

Under general supervision, performs clerical and technical work in providing quasi-administrative and technical support in an assigned service area. Performs related work as required.

**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 and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**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.

- Responsible for administrative support services for the Benefits Office.
- Serve as resource to managers, faculty and classified staff, unions 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 appropriate person. Screen incoming calls, providing information as appropriate, or taking accurate and complete messages.
- Assists in and administers the District's employee benefits plans, including health, dental, vision, life, tax sheltered annuities and COBRA; provides new employees information on benefit plans and enrollment decisions required; processes new employee enrollments and enrollment changes and enters enrollment data
- Initiate, review and process requisitions for invoices, supplies, and equipment for the Office of Human Resources and check for accurate coding and completeness. Maintain records for invoices, supplies, equipment, vendor files, etc.
- Analyzes and audits monthly insurance claims; prepares invoices for claims payments and submits to accounts payable; mails checks to carriers.
- Support internal and external communication channels by updating website, list serves and data security files.
- Reconciles vendor to HRIS Insurance file on a monthly basis.

**Job Description:** Staff Assistant/Benefits

- Supports the administration of the District's tax sheltered annuity (TSA) program; answers questions regarding the process and resolves problems as needed
- Administers retiree enrollments in District health plans, including establishing participant accounts and collecting and processing premium payments; notifies participants of Medicare eligibility; advises carriers of participant changes
- Assist in monitoring the department's budgets. Check accuracy of allocations and expenditures; monitor expenditures; maintain internal accounting systems and procedures; track unit expenses and provides status reports.
- Coordinate and support the department's activity and appointment calendar which includes time management, on and offsite meeting arrangements, workshop conferences, staff meetings, and appointments.
- Perform a variety of complex, difficult and responsible administrative support duties; and type a variety of correspondence, memoranda, reports, statistical reports and other confidential materials. Assists with preparation of presentations, spreadsheets, reports, and a variety of planning and communications documents. Collects and compiles statistical data and other information for inclusion in ad hoc and periodic reports.
- Take/transcribe minutes of meetings and post to the District/HR website.
- Communicates with the Information Technology and Facilities departments to follow-up on service requests.
- Operates a personal computer, copiers, facsimile machines, and other office equipment.
- May provide short-term project assistance to HR areas as required by the Director.
- Performs other related duties as assigned.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three (3) years of clerical and technical experience in general office work, or an equivalent combination of training and experience that could likely provide the desired knowledge, skills and abilities necessary to perform the duties of the position.
2. Knowledge and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Outlook, and PowerPoint), email, personal computers, and other standard office equipment. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given.
3. Demonstrated ability to maintain confidentiality at all times, handle sensitive personnel matters, and respond to employee and public personnel inquiries with sensitivity, tact and diplomacy.
4. 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**

- Possession of an Associate's or Bachelor's Degree from an accredited college in business, education, or a related field.
- Experience working in an environment that requires handling of sensitive and confidential information with discretion, tact, and diplomacy.
- Demonstrated proficiency in correct English usage, report writing and customer service techniques.
- Human resources experience in an educational or public sector environment.
- Demonstrated ability to interpret and apply a variety of rules, policies and procedures related to HR administration. Ability to learn new skills, acquire new knowledge, and readily assimilate new information.
- Demonstrated ability to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
- Ability to maintain well organized and extensive filing systems for multiple projects.
- Knowledge of:
  - Laws, regulations, rules, and policies related to administrative functions
  - Practices and trends in the particular field of assignment
- Ability to:
  - Develop and evaluate alternatives for possible courses of action
  - Prepare detailed reports and recommendations
  - Establish and maintain cooperative relationships with others
  - Communicate effectively, both orally and in writing

## **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
- Occasional use of tactile acuity

**Job Description:** Staff Assistant/Benefits

- 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**

- Personal computer
- Facsimile machine
- Copier
- Printer
- Other standard office equipment

Revised: N/A