

**Chittenden Central Supervisory Union  
Job Description**

<b>JOB TITLE:</b>	<b>Human Resource Assistant - Gr. 7</b>
<b>FLSA STATUS:</b>	Non-exempt
<b>UPDATED:</b>	September 15, 2006

**POSITION OBJECTIVES:**

To effectively serve and assist the Human Resource office by performing key recruitment functions, and by performing a variety of basic, technical and specialized administrative, secretarial, and clerical duties. To effectively greet, serve and assist callers, visitors, and guests of the central office by performing key office reception functions. To assist in maintaining a professional, friendly, positive and respectful work atmosphere with an emphasis on team work and providing effective and timely direct service to the central office clients and customers, and other service groups as needed or requested.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- **Advertising** - Manages and coordinates all recruitment advertising efforts designed to ensure maximum effectiveness at minimal costs.
  - Meets with the HR Director weekly to identify advertising needs, appropriate advertising mediums for identified positions, posting and deadline dates, etc.
  - Writes and places recruitment ads and postings (including newspaper, radio, website, etc.) consistent with established protocols; refers to job description and the supervisor for specific language.
  - Logs all advertising efforts, dates of posting, and mediums used for all positions posted.
  - Enters position in the applicant database to ensure an effective match with previous and incoming applications.
  - Plans, organizes, and participates in job fairs; develops handouts, brochures and other applicant materials for distribution; evaluates the effectiveness of the job fair.
  - Acts as primary liaison with advertising agencies/organizations used.
  - Maintains and updates the Employment Opportunities page of the CCSU website at least weekly; links job vacancies to corresponding job description.
  - Enters, updates and maintains job postings on Schoolsprings.com for all educator and para-educator vacancies weekly.
  - Process invoices related to recruitment advertising ensuring that payment is issued prior to the stated deadline; reviews invoice for accuracy; reconciles any discrepancies; breaks down invoice to properly charge each corresponding school district; etc.
  
- **Application Processing** - Effectively manages incoming applications to ensure that all applications are appropriately considered for the position(s) in which they apply or any other similarly situated position (i.e. same job title and instructional level) that becomes available.
  - Assists in the management and coordination of Schoolspring: Establishes and maintains system users; coordinates and provides training as necessary; troubleshoots problems; acts as primary liaison with Schoolspring to resolve problems; etc.
  - Retrieves and collects applications and application materials; retrieves new applications from Schoolsprings.com daily; matches up stray letters of reference, transcripts, etc. with the proper application; returns unaccepted resumes/applications; etc.
  - Accurately enters applicants in database to make sure the position(s) sought matches the position being posted, being sure not enter the same person twice; sends standard notification to applicants.
  - Creates a complete and accurate applicant list, and copies and distributes the applications and list to hiring supervisor.
  - Sorts, alphabetizes and files applications by position for each school year along with a copy of the job posting(s) to ensure ease of lookup and reference of applicants and materials.

- Properly stores old applications for seven years, being sure to keep the current year and previous school year applications accessible.
  - Follows up with supervisor on a regular basis to obtain an update on the status of the positions; re-advertises the position as needed with approval from the Human Resource Director.
  - Acts as primary liaison with applicants; answers questions related to application status, status of position seeking, hiring timelines, or other additional details as requested.
- Substitutes - Effectively manages substitute hiring and database to ensure that company policies, procedures and operating practices are consistently followed:
    - Explains the process of becoming a substitute in our district to those who express an interest.
    - Collects substitute applications and screens for completeness.
    - Performs reference checks as necessary or requested.
    - Distributes a list of new substitute applicants to the school administrators weekly for review and approval.
    - Once approved by the Principal, obtains final approval of the substitute from HR Director.
    - Contacts and meets with approved substitutes to complete the required employment paperwork being sure to follow federal and/or state laws related to the completion of the criminal records check paperwork, Form I-9 and Form W-4. Distributes and reviews the substitute handbook and related forms to help ensure the substitute is adequately oriented to the process. Obtains signature from the substitute on the signature page of the handbook, and places the signed copy with his/her application materials; files completed I-9.
    - Manages, enters and updates substitute information and status in the database to ensure the substitute list is accurate, complete and up-to-date. Establishes and enters pay rate consistent with the substitute procedure. Maintains accurate record of pay rates.
    - Prints and distributes a Payroll Notice to payroll upon hiring, termination, change in pay, change of address, or other change that effects payroll. Attaches a copy of the Payroll Notice to the substitute's file.
    - Creates and distributes notifications to substitutes in accordance with established protocol and as requested.
    - Manages and organizes the substitute files for both active and inactive substitutes ensuring files are up to date and complete.
    - Annually screens substitute list to determine which individuals have not subbed in over a year. Processes identified subs as inactive and sends the individuals a notification of their removal from the sub list.
    - Process substitute terminations; update database, transfer file, update I-9 file, send payroll notice to payroll.
    - Creates, updates and maintains the substitute handbook, substitute forms, and other informational materials distributed to substitutes or potential substitutes.
    - Enters substitute days worked bi-weekly into the database and informs payroll of any necessary pay rate changes and pay adjustments.
- Temporary/Part-time/Seasonal Employees - Processes required employment paperwork for temporary, part-time and seasonal employees who are not covered under a bargaining agreement, and other new employees as requested.
    - Contracted employees - Collects completed application; meets with employee to complete required employment paperwork (I-9, W-4, CRC), distributes and reviews other applicable forms and materials in accordance with established protocols.
    - Non-contract employees - Collects completed paperwork and application materials from hiring supervisor (I-9, W-4, CRC, etc.) and reviews for accuracy and completeness. Notifies hiring supervisor if paperwork is missing or incomplete. Prepares, organizes, updates and distributes hiring packets for non-contracted employees to supervisors upon request.
    - Prepares file for employee and gives to HR Director along with completed I-9 form and W-4 form.
- Tuition Reimbursement
    - Processes Tuition Reimbursement requests weekly: tracks and verifies fund availability, ensures completeness of form; enters request into database and updates file; obtains final approval of tuition payment from HR Director; encumbers expenses, processes P.O., sends approved request to employee with notice.

- Tracks and receives grades to verify successful completion; sends reminder notice/invoice if grade/proof of successful completion is not received by the requested deadline; monitors for movement on the salary schedule to accurately track potential salary advancement for teachers, and notifies HR Director.
  - Tracks and monitors outstanding encumbered courses in which no payments have been made; follows up with employee on status of course.
  - Invoices employee for Tuition Reimbursement paid on their behalf when master agreement/contract conditions are not met.
  - Works to automate the Tuition Reimbursement request and approval process for greater efficiencies.
- Clerical Duties - Performs basic and specialized secretarial and clerical functions and key administrative support functions for the Human Resource office:
    - Schedules appointments, makes meeting arrangements, and makes and coordinates travel arrangements upon request.
    - Answers HR Director's phone line as a back up or if s/he is out of the office or in a meeting. Assists callers as appropriate; redirects call or takes message if unable to assist. Returns phone calls as requested.
    - Answers the main Human Resource line, greets visitors, screens calls, answers questions, and takes messages.
    - Processes HR Director's out going mail daily prior to courier pick up.
    - Opens and properly distributes mail for the Human Resource office daily.
    - Photocopies, collates, labels and distributes written materials as requested.
    - Types, proofs and edits correspondences, reports and other materials upon request.
    - Prepares memos, forms and reports as requested.
    - Processes purchase orders for reimbursement of travel expenses, training materials, subscriptions, membership fees, and other invoices for the Human Resource office.
    - Develops, updates and distributes general forms and informational materials as needed or requested.
    - Orders supplies, brochures, informational materials, collective bargaining agreements, and other documents and materials.
    - Assists with a variety of special projects as requested.
- Technology - Plays a key role in identifying, coordinating and developing technology enhancements to create greater efficiencies and service within Human Resources:
    - Acts as primary liaison with I.T. to research and coordinate technology enhancements being sure to follow established protocols for development and implementation;
    - Plays a key role in updating and maintaining the HR website;
    - Assists with the implementation, design and maintenance of the HR database;
    - Develops, runs, prepares and completes various reports, surveys & census information as requested.
    - Plays a key role in implementing and maintaining the enterprise software related to human resources.
- Contract Management - Manages the timely dissemination and collection of employment contracts and Additional Duty Agreements to ensure timely and proper payment of wages and employment continuance.
    - Copies and distributes employment contracts and Additional Duty Agreements sending the employee two copies and retaining a copy for our files.
    - Collects signed contracts and agreements, accurately tracking outstanding contracts; notify the HR Director of outstanding contracts within one day following the stated deadline; file original contract in employee file.
    - Makes and distributes a copy of signed Additional Duty Agreements to Payroll; files original agreement in employee's file.
    - Follows up with supervisor related to outstanding additional duty agreements until signed agreement is received or agreement is cancelled.
- File Maintenance - Performs various filing duties related to human resources to ensure records are accurate, complete and up-to-date; keeps I-9 files accurate and updated for all active and inactive employees; files employee contracts, Additional Duty Agreements, performance evaluations/documents, and other miscellaneous documents in the personnel

files; prepares folders for files; coordinates and oversees employee requests for file review and photocopying; transfers employee files from active to inactive upon separation; performs other miscellaneous filing upon request.

- Keeps abreast of relevant CCSU policies, regulations & legislation, and assists the HR Director with assuring compliance with such.
- Serves as backup to the *Human Resource Specialist* in his/her absence; maintains a general knowledge of the benefits administration functions to effectively perform backup coverage when necessary.
- Provides regular updates and training to the *Human Resource Specialist* related to recruitment and tuition reimbursement functions to allow for effective backup coverage.
- Ensures that computerized and paper files are organized, easily accessible and understandable to enable others to effectively perform backup coverage when necessary; creates checklists and other useful tools for those performing backup coverage to ensure effective coverage.

#### **GENERAL OFFICE & RECEPTIONIST DUTIES**

- Performs backup receptionist and clerical functions for the central office when the *Administrative Assistant/Receptionist* is absent or away from his/her desks (i.e. troubleshoots problems with the office equipment and calls vendors for repairs when appropriate; coordinates and schedules the conference room; sorts and distributes incoming and outgoing mail for the central office; orders office supplies; performs general secretarial and clerical support functions for other offices/departments of the CCSU upon request from a CCSU Administrator; etc.).
- Effectively serves as backup to the *Executive Assistant* in his/her absence for the performance of general clerical and administrative tasks.
- Maintains professionalism and confidentiality.

**SUPERVISION RECEIVED:** Reports to the *Executive Director of Human Resources*. Receives assignments and direction from the *Human Resource Specialist* and the *Executive Director of Human Resources*. May occasionally receive assignments and directions from other CCSU Administrators. Supervised and evaluated by the *Executive Director of Human Resources* in conjunction with the *Human Resource Specialist*.

**SUPERVISORY RESPONSIBILITIES:** Responsible for training and assisting co-workers in areas of knowledge, training and/or expertise to ensure a smooth transition of duties and to provide effective backup.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associate's degree in Human Resources, Business Administration, Management, or other related field, plus 2 to 3 years of related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Language Skills.** Ability to read and interpret documents such as policies, operating practices, and procedure manuals. Ability to write reports, advertisements, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from applicants, parents, students, community members, board members, administrators and employees of organization.
- **Mathematical Skills.** Ability to calculate percentages, proportions, averages, and other concepts of basic algebra.
- **Computer Skills and Experience.** Excellent computer skills including proficiency with Microsoft Word, Excel and Access.
- **Reasoning Ability/Mental Requirements.** Demonstrated ability to use discretion and independent judgement. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and apply a variety of instructions/policies/procedures/practices furnished in written, oral, diagram, or schedule form.

- Communication & Interpersonal Skills. Excellent oral and written communication skills. Proven ability to work cooperatively and effectively as part of a team. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, staff, administrators, co-workers, applicants, community members, and representatives of outside organizations.
- Other Personal Characteristics. High accuracy & attention to detail. Strong organizational skills. Proven ability to work effectively without specific direction, and with minimal supervision.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to stand and walk. The employee is regularly required to reach with hands and arms. The employee is occasionally required to drive, and must occasionally lift and/or move up to 25 pounds.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.