



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

PC Approval February 13, 2018
Board Approval February 20, 2018
Revised Job Description

Personnel Assistant

Definition

Under direction of the Director, Personnel Services, to perform a variety of clerical and technical tasks of above average difficulty in the administration of the District's comprehensive personnel program; and to do related work as required.

Essential Duties and Responsibilities

- Prepares regular and special reports for state and county offices;
- Maintains records concerned with personnel actions in process, contracts, salaries and professional growth;
- Prepares personnel assignment orders; prepares correspondence and reports; may assist in determining the need for recruitment and employment of classified employees;
- Initiates evaluation reports;
- Answers routine questions concerning established personnel policies and procedures;
- Assists and completes necessary employment forms such as retirement, W-4, Oath of Allegiance, and others;
- Prepares revisions to salary schedules and work calendars;
- Prepares complex reports, including seniority lists and layoff information;
- Maintains records of classified employee employment
- Maintains classified evaluations;
- Solves a variety of problems independently.

Required Qualifications

Knowledge of

- District personnel policies, rules, regulations and procedures;
- Elements of an effective and timely recruitment selection program;
- State Education Code as it relates to classified personnel;
- Office procedures and practices, including records maintenance, document processing, filing systems, telephone techniques, and letter and report writing;
- English usage, grammar, and spelling.

Ability to

- Learn, interpret, and apply District personnel policies, rules and regulations;
- Set up and maintain confidential personnel records and process transactions;
- Perform difficult clerical and technical work rapidly and accurately;
- Operate a calculator and type at a rate of 45 words per minute;

- When identified as a requirement for a position, typing skills may be required at a higher level;
- Operate a computer;
- Establish and maintain cooperative working relationships with others;
- Assist in the preparation of special reports;
- Update and maintain a variety of employee records;
- Read and write at the level required for successful job performance.

Training and Experience

- Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be three years of increasingly responsible clerical and/or paraprofessional experience, preferably including experience in assisting in the operation of a comprehensive personnel program.

This position will be paid on the appropriate step of the classified management salary schedule.

- Range 659X
- 12 months