

Job Title: HUMAN RESOURCES CLERK III

Definition:

Under the general supervision of the Assistant Superintendent, Human Resources, and under the direction of the Administrative Secretary III, Human Resources, performs a variety of clerical duties related to the Human Resources function of the District.

Distinguishing Characteristics:

This classification is distinguished from other positions in this class in that the incumbent assists in the performance of a variety of activities related to the human resources function of the District.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Maintain various leave of absences (LOA) on HRS system and also maintain LOA log spreadsheet for both certificated and classified.
2. Maintain HRS website, social media platforms and conduct community outreach.
3. Maintain Keenan Safe Schools in regards to policies for all employees.
4. Design and distribute marketing materials for district employment opportunities.
5. Support employment job fairs.
6. May assist with input of new hires into the HRS system.
7. May assist with processing job changes and salary changes for permanent staff.
8. May assist with updates and/or makes corrections to HRS system.
9. May assist with data input verification for all HRS data input.
10. May assist with responses to Employment Development Department (EDD) regarding unemployment, state disability or audits.
11. May Assist with employment verifications for GAIN, CCRC, LA County Housing, and Social Services.
12. May assist with implement and maintain Human Resources electronic employee record system.
13. May assist with recruitment and employment processes of all employees.
14. Performs general clerical assistance to the office including, but not limited to, answering inquiries over the telephone, typing, Xeroxing and mailings.
15. May assist with maintaining step boxes, including verification of salary increases, longevity and professional growth.
16. May assists in maintaining files and personnel records
17. May assist with employment verifications.
18. May assist in fingerprint processing.
19. May assist in verifying employment applications for accuracy.
20. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office practices, typing, filing, business correspondence and computers

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- Knowledge of Excel and Microsoft Word

Skill and Ability to:

- Understand and interpret oral and written directions and instructions
- Compile and analyze information
- Keyboard neatly and accurately at least 35 wpm on a five-minute test
- Establish and maintain cooperative working relationships with others and uses good judgment in contacts with the public
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and three years of responsible clerical experience.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp/ manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 34

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling		X	
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling		X	

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	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data		X2	
Organize		X	
Write		X	
Plan		X	
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier			X
Computer			X
FAX Machine		X	
Radio	X		