

EXECUTIVE ASSISTANT TO THE CHIEF HUMAN RESOURCES OFFICER

DEFINITION:

Under general direction, to provide administrative assistance and confidential support to the Chief Human Resources Officer (CHRO); to assist with preparation of negotiations materials, relieve the CHRO of routine office details, provide office support and assistance to the HR team, and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant to the CHRO is distinguished from incumbents in other similar classifications by the responsibility for providing assistance with materials needed during collective bargaining negotiations. The purpose of the position is to advance administrative support to the CHRO; perform technical, clerical and administrative functions of the office; perform a high degree of independence, and duties related to the planning, organizing, and coordinating operations in the Office of Human Resources. This is a confidential position.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Assists in the preparation of bargaining documents (e.g. agendas, taking minutes during negotiations, meeting minutes, attendance tracking, archiving records, updating collective bargaining agreements, etc.) for the purpose of ensuring accuracy and confidentiality in support of negotiations and collective bargaining practices and guidelines.
- Communicates with internal staff, personnel, administration, board members, and external entities (e.g. employment, recruitment, hours of operation, etc.) for the purpose of providing information and assistance to ensure completion of inquiry/request in a timely manner.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, etc.) for the purpose of preparing reports and maintaining operations in accordance with administrative guidelines and ensuring timelines are met.
- Composes and prepares correspondence and materials independently (e.g. manuals, publications, handbooks, documents, presentations, agendas, materials for meetings, reports, memos, etc.) for the purpose of providing various complex documents for the district, state and federal agencies within established guidelines.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate and complying with established financial practices.
- Participates in a variety of meetings, trainings, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Performs a variety of complex administrative duties (e.g. organize and coordinate office activities, set-up for meetings, maintain calendars, track projects, develops agendas and

materials for meetings, etc.) for the purpose of ensuring efficient and accurate operations of department functions and procedures.

- Performs highly complex, technical, and confidential tasks for the CHRO and other Executive Administrators (e.g. communication and correspondence such as court, legal, and investigation documents, personnel issues, labor issues, etc.) for the purpose of ensuring the implementation and integrity of primary technical/confidential processes.
- Researches a wide variety of topics (e.g. policies, current practices, education codes, collective bargaining, etc.) for the purpose of providing information and recommendations to ensure outcomes reflect the appropriate policies and guidelines.
- Responds to inquiries from a variety of sources (e.g. applicants, staff, visitors, federal and state agencies, administrators, etc.) for the purpose of providing information or direction in accordance with policy and guidelines.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, workshops, conferences, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Serves as the initial contact for any complaints, grievances or employee relations situations, including those related to discrimination and sexual harassment and completes related tasks (e.g. clarify the nature of the complaint, advise faculty and staff of the processes, document all contacts, prepare written records, schedule interviews, etc.) for the purpose of assisting in the resolution of faculty and staff complaints and grievances.
- Serves as the point of contact for the department (e.g. general reception duties such as answering the telephone, greeting visitors, etc.) for the purpose of conveying information regarding employment procedures.
- Supports the preparation of board action items (e.g. personal documents, Board Action items, notice of official action, etc.) for the purpose of ensuring transparency of personnel action in accordance with state regulatory guidelines.
- Trains temporary employees and student workers for the purpose of ensuring clerical functions are performed within guidelines.
- Performs other related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Personal computer applications.
- English grammar, spelling, punctuation, and composition.
- Formats and requirements for various reports, forms, and correspondence.
- Specialized processes and procedures related to the area of assignment.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications including filing system development and maintenance and telephone reception.
- Oral and written communication skills including English usage, spelling, vocabulary, grammar, and punctuation.

Skill in/Ability to:

- Work effectively and harmoniously with colleagues in an environment that serves a diverse student and employee population.
- Follow oral and written directions.

- Communicate effectively to synthesize and solve problems.
- Schedule activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Maintain confidentiality.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently to organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students and employees.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school supplemented by professional coursework, and three years of increasingly responsible typing and clerical work, at least one year of which shall have been a responsible administrative capacity supporting a management or executive position.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting but may include travel between college locations. May require evening and weekend work.