

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**

NOTICE OF NON-CERTIFIED VACANCY



**Please Post
CONF-141**

November 5, 2018

Building:	Administration Building
Position:	Administrative Assistant to Human Resources
Qualifications:	See Posting
Hours/Times/Calendar:	7.5 hrs / 7:30 a.m. – 4:00 p.m. / 52 Weeks
Effective:	December 27, 2018
Allocation:	1.283.60.0000.1620

APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., November 16, 2018.***

PLEASE INCLUDE #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager 

External Applicants
Please Apply On-Line on or before **November 16, 2018**

[Applicant Central](#)

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

TITLE **Administrative Assistant to Human Resources**

SECTION K-2

QUALIFICATIONS

1. Associates Degree or higher in Human Resources, Business Administration or related business field. Bachelor Degree preferred.
 2. Demonstrated experience working in human resources or personnel department.
 3. Must be accurate, efficient, organized, detail oriented, and have the ability to work in a fast-paced environment and multi-task while meeting required deadlines.
 4. Knowledge of pertinent federal, state, and local laws, policies, rules and regulations as it relates to Human Resources and ability to apply knowledge.
 5. Skilled in the use of computers and office equipment. Must be able to utilize (School District's) software and have high level of proficiency in the use of Google and Microsoft suite of applications.
 6. Excellent written and verbal communications.
 7. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 8. Ability to maintain records and prepare reports.
 9. Ability to communicate and work effectively, tactfully, and courteously with staff, students, parents, vendors and the general public.
 10. Ability to prioritize and manage tasks efficiently.
 11. Ability to maintain self-control and complete tasks with frequent interruptions.
 12. Ability to solve practical problems independently and with others.
 13. Ability to work independently and make decisions in accordance with established policies and regulations.
 14. Ability to make decisions without close supervision, assume responsibility and maintain confidentiality.
 15. Dependable and of good moral character.
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JOB RESPONSIBILITIES

SUMMARY:

Assist the Human Resources Manager by performing duties as described below. Act as liaison between the District and staff.

1. Responsible for discreetly handling confidential information and materials, including certain reporting requirements containing confidential staff information.
2. Post all certified employee job vacancies and update and maintain various department/district database tools.
3. Coordinate communication, schedule interviews with candidates, and prepare interview materials.
4. Onboarding of new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for new hire documentation; fingerprints and background checks.
5. Assist with the recruitment of certified staff and substitute teachers.
6. Assist with the organization of New Teacher Orientation and other professional development as needed.
7. Serve as a Notary for District documents.
8. Prepare information and maintain records for personnel changes for monthly Board meetings.
9. Organize and maintain the HR filing system; ensure accuracy and completeness of confidential personnel files and employee records; and file and retrieve documents.
10. Perform various accounting procedures for tracking departmental expenditures, purchase orders, reconcile invoices, and ordering department materials and supplies.
11. Support all other functions of the HR Department and train other HR staff as needed.
12. Coordinate with the payroll department for any new positions and correct allocations.
13. Maintain certified staffing lists and teacher certifications, seniority, and tenure lists. Monitor compliance with staff verification, licensure and highly qualified status requirements.

14. Track employee leave of absences, and accurately apply FMLA rules and regulations and bargaining unit contract leave language provisions.
15. Assist with preparations for negotiations and update and revise contracts.
16. Review procedures and suggest process improvements based on own initiative; demonstrate self-motivation.
17. Learn and utilize new software programs as systems are upgraded.
18. Use good judgment when dealing with a variety of situations.
19. Maintain regular and reliable attendance
20. Conduct him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.
21. Perform other duties as assigned

SELECTION COMMITTEE VARIOUS CABINET MEMBERS

EVALUATED BY HUMAN RESOURCES MANAGER

SALARY DATA \$40,000 - \$43,000 Annually

ALLOCATION(S) 1.283.60.0000.1620

FORM DATA PHASD FORM NO. AIS-OM-4 Ad. Off. Serv. October 2018
