

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Executive Assistant Human Resources (Confidential)		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Human Resources
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Exempt
LENGTH OF WORK YEAR:	260 Days/Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	<p>Works under the direction of the Human Resources Director and is responsible for highly confidential information and data, as well as composing and preparing all correspondence associated with providing administrative support for human resources. Responsibilities include student safety and security.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>		

MINIMUM QUALIFICATIONS

1. Ability to respect confidential information.
2. Ability to work with a variety of people in a pleasant and courteous manner.
3. Ability to maintain a calm and professional image during times of crisis or pressure situations.
4. Knowledge of schools and education issues.
5. Knowledge of human resources practices, fair employment laws, and collective bargaining statutes
6. Ability to handle personnel matters in an efficient, professional and confidential manner.
7. Outstanding communication skills.
8. Outstanding keyboarding and written skills.
9. Initiative and overall efficiency.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Serve as confidential/executive secretary to the Director of Human Resources.
2. Process all classified, supervisor, coach, and substitute new hires/rehires for employment, including completion of all required employment forms, fingerprinting and ordering of drug screening.
3. Responsible for completion of HB 2062 requirements
4. Set up of new classified, substitute, supervisor, and coach employees' files.
5. Maintain and update information on current staff for internal departments, as well as outside agencies.
6. Be knowledgeable of employment laws and other applicable governing policies and be able to advise as needed.
7. Process all approved leave. FMLA/OFLA, and contractual approved leave.
8. Screen and process all paraprofessional substitutes. Maintain substitute list for school distribution.
9. Serve as the direct communication link between the Department Directors, Building Principals, school staff, District staff, parents, and community as it relates to Human Resources.
10. Performs a variety of specialized administrative support functions that require a thorough knowledge of the terminology, procedures and practices for their functional area, with a significant degree of independence and accountability for results.
11. Perform annual review of classified, supervisor, and confidential personnel files to ensure accurate salary placement and job history.
12. Maintain all employees' FMLA/OFLA files, medical files, terminated employee files, personal services contract files, and others.
13. Compile and submit new hire reports, OSBA surveys and all other compliance reports as requested.
14. Prepare and maintain contracts, salary schedules, and collective bargaining agreements for all employee groups.
15. Provide grievance processing support.
16. Compose and maintain job postings/announcements on KCSD website and Talent Ed Recruit and Hire site.
17. Maintain knowledge of current retention requirements.

18. Perform all necessary typing, calculation, and copying. Produce forms and other documents regarding employment and other personnel matters.
19. Update Staff Handbook yearly.
20. Compose/edit written correspondence on behalf of the Director of Human Resources as needed.
21. Process volunteer background checks; maintain and distribute current lists of volunteers.
22. Process employment verification and unemployment inquiries.
23. Construction of District's annual school calendar for Board review/adoption.
24. Serves as backup to the Superintendent's Office when the need occurs; assuming the duties of the Superintendent's Assistant in their absence by way of assuming telephone responsibilities, greeting visitors, meeting the needs of the Superintendent and Board of Directors. When necessary, attend and take minutes of KCSD Board of Director meetings and other duties as delegated common to this level of responsibility.
25. Assist with ensuring fair and consistent administration of human resource rules, regulations and collective bargaining agreements.
26. Complete/Report all I-9 forms.
27. Track and maintain Association leave hours spreadsheet.
28. Track Administrator fund account.
29. Maintain Bloodborne Pathogens employee files.
30. Manage SafeSchools mandatory training website platform. Monitor assigned trainings and completions.
31. Assist with developing, monitoring, and coordinating assigned budget.
32. Is a key figure in labor negotiations by providing advice and information regarding human resource practices, laws, regulations, policies and the impact that proposed contract language may have on operations.
33. Ensure that all worksites are compliant with mandatory labor law postings.
34. Assists with the development and updates of personnel manuals and documents.
35. Schedule appointments and reminders for Director of Human Resources.
36. Maintains a system of personnel records in compliance with state and federal law.
37. Maintain a HIGH LEVEL of confidentiality regarding all aspects of position.
38. Occasionally schedules interviews for department/schools.
39. Prepares advertisements as needed.
40. Regular attendance is an essential function of this position.

POSITION REQUIREMENTS

- Working knowledge of modern office systems, practices and procedures; proficient with Microsoft Office products.
- Must be highly proficient, professional, and accurate when performing all duties.
- Sufficient human relations skills to project a positive image of the department, convey instructions to others, and deal with confidential information.
- Sufficient language and writing skills to prepare varying types of correspondence.
- Basic knowledge of generally accepted personnel management practices, fair employment practices, and laws.
- Maintain up to date files and ensure security and confidentiality of employee information.
- Must be willing to attend trainings and recruitment functions, which will likely require out of town travel.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance:					
If required, lifts over _____ lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance:					
If required, carrying over ____ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.				X	
21-50 lbs.			X		
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					
Distance: ____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside __99__% of the time	/ Works Outside __1__% of the time.
Temperature Extremes: Yes or No (Circle One)	
Works on or around moving machinery or mechanical parts: Yes or No (Circle One)	

*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat			X		
Kneel			X		
Crawl	X				
Walk-Level Surface				X	
Walk-Uneven Surface			X		
Climb Steps			X		
Climb Ladder	X				
Work at Heights	X				
Reach at or Above Shoulder			X		
Reach Below Shoulder			X		
Use of Arms					X
Use of Wrists					X
Use of Hands					X
Grasping/Squeezing			X		
Operate Foot Controls	X				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day

Sitting					X		7
Standing				X			1
Walking			X				
Change Positions			X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

_____ Employee Signature _____ Date
 Print Employee Name

Employer Representative (Immediate Supervisor):

_____ Title _____ Signature _____ Date
 Print Name

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

_____ Date
 Physician's Signature