Executive Assistant, Human Resources & Equal Opportunity

Department: Human Resources

College: Central Services

Date: February 1996

POSITION PURPOSE

Reporting to the Vice Chancellor of Human Resources, organizes and manages the work in the Office of the Director of Human Resources and Equal Opportunity. Responds to inquiries from district administrators and staff regarding Board Policy and contract issues. Schedules appointments and arranges meetings and travel; generates correspondence for the Chancellor and the Director; works with attorneys in the preparation of sanctions, letters of dismissal, Board Resolutions, and settlement agreements; coordinates the work of the Professional Development Leave Committee (PDL). Reviews Human Resources timecards; provides administrative support to the Director of Human Resources; and offers overall assistance to district administrators, faculty, and staff.

NATURE and SCOPE

The Executive Assistant, Human Resources, supervises no other personnel.

This position is responsible for scheduling appointments; responding to correspondence and telephone inquiries; determining methods of distribution of materials; clearly interpreting stated Board Policy and Bargaining Agreement articles; approving check request for faculty training funds; and printing request and supplies.

KEY DUTIES and RESPONSIBILITIES

1. Answer phones, maintain files, and open, sort, and distribute mail.
2. Handle inquiries and complaints of district management, faculty, staff, and community.
3. Coordinate the work of the PDL committee, including setting up and maintaining PDL and training reimbursement files, and responding to inquiries from faculty and administration.
4. Schedule appointments, meetings, and travel arrangements.
5. Prepare official letters of Board action and agenda items.
6. Approve reimbursement and check request for training funds, supplies, and printing.
7. Monitor the Human Resources budget and review department timecards.
8. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

2. Office practices and procedures.
3. English language, particularly spelling, grammar, and punctuation.
4. District rules, laws, and policies.

**Skills and Abilities:**
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, and staff.
2. Communicate effectively both orally and in writing.
3. Strong supervisory and management skills preferred.
4. Reasoning and problem solving skills.
5. Organizational and time management skills.
6. Public relations (interpersonal) skills.
7. Prioritizing tasks and projects.

**Education and Experience:**
1. Associates Degree in a related field, BA preferred.
2. 5 years experience supporting an executive.
3. Experience in report writing and presentation.
4. Experience scheduling large meetings and maintaining an executive’s calendar.
5. Experience in Human Resources preferred.
6. Experience as an office manager preferred.
7. Experience working for educational institution.

**Working Conditions:**
Typical office environment.

Range: P-10
EEO-Category: H-30