CLASS SPECIFICATION
Senior Administrative Assistant – Human Resources/Mandated Cost

FLSA Status: Non-Exempt
EEOC Job Category: Office and Clerical
Union Representation: Unrepresented

GENERAL PURPOSE
Under general supervision, performs difficult, specialized and confidential administrative support duties related to the implementation of and compliance with District personnel contracts, policies and procedures, administrative regulations and the Education Code related to District employment; understands and applies detailed knowledge of contracts, polices, procedures, rules, regulations, laws and codes; researches and compiles complex and sensitive data; coordinates the collection and monitoring of mandated cost reimbursement data for the District; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Senior Administrative Assistant – Human Resources/Mandated Costs is responsible for providing complex, diverse and confidential secretarial, administrative and support services to the Associate Vice President for Human Resources. The incumbent provides complex, sensitive and confidential support to the Associate Vice President in support of District collective bargaining negotiations and administration of negotiated memoranda of understanding. Work requires a detailed knowledge of District personnel contracts, policies and procedures, administrative regulations and related laws and education code. The incumbent also coordinates the collection and monitoring of submitted mandated cost reimbursement data.

Senior Administrative Assistant – Human Resources/Mandated Cost is distinguished from Administrative Assistant in that an incumbent in the former class perform a variety of difficult, sensitive and confidential support services for the Associate Vice President of Human Resources, requiring a higher degree of independent judgment and a thorough knowledge of District functions, policies and procedures applicable to administration of human resources and collective bargaining processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides secretarial and administrative support to the Associate Vice President for Human Resources; using word processing and other applicable software, drafts and types materials, memoranda, correspondence, reports, agendas, presentations, budgets, forms and other documents often of a highly sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete and obtains necessary signatures; completes, tracks and submits time-sensitive materials to ensure compliance with District
policies and procedures, as well as legal requirements; receives, documents and processes a variety of requests.

2. Coordinates and oversees highly confidential matters related to negotiations and collective bargaining litigation; researches, prepares and types a variety of documents and materials in support of negotiations and other collective bargaining matters; provides administrative support to the management negotiations team during the collective bargaining process; prepares and types draft contracts at the Associate Vice President’s direction; maintains related confidential files and records.

3. Maintains the Associate Vice President’s calendar; coordinates, schedules, arranges and confirms meetings; screens requests for appointments; makes and confirms conference and travel arrangements, including hotel and flight reservations; prepares, reviews and submits conference, travel, advance and reimbursement requests for approval.

4. Researches and responds to telephone, e-mail or face-to-face requests, questions and complaints, ranging from routine to highly sensitive in nature and frequently requiring interpretation of Rules, policies and procedures, from employees, supervisors, managers, legal counsel and others; as directed, researches, collects, analyzes and monitors data for specialized, confidential personnel reports; reviews and verifies data accuracy; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; reviews, determines the priority of and routes assigned incoming and outgoing correspondence.

5. Acts as the Associate Vice President’s liaison and communicates, coordinates and follows-up with various divisions, departments, outside agencies or others to implement plans and actions pertinent to department responsibilities in compliance with District policies, procedures and standards.

6. Coordinates collection and monitoring and conducts audits of submitted mandated cost reimbursement data between departments, Human Resources and consultant; analyzes, sorts and files claim documentation by claim and components and forward for processing; identifies and trains District personnel on documentation required for mandated cost reimbursement claims; researches and documents current District procedures related to mandated cost claims; ensures compliance with State mandated cost legislative requirements; maintains mandated cost claims files and statistical records; prepared claims for reimbursement of incurred costs for state mandated cost reports, schedules and fact sheets as required for outside consultant agreements and the state mandated programs.

7. Researches, accesses, assembles and reviews information from a variety of sources for the preparation of records, correspondence, detailed lists and reports; designs, creates, organizes and maintains specialized and other office files; establishes and maintains confidential, subject and tickler files.

8. Plans, organizes, coordinates and makes arrangements for a variety of meetings, workshops, conferences and special events; secures event locations and arranges setup and catering/refreshments; attends events, greets guests and serves as department representative.

9. Coordinates the delivery of and provides office and administrative support functions; tracks, records, reviews, audits, monitors and updates assigned personnel, payroll, timekeeping and absence forms and records; explains policies and procedures to staff; reviews forms for accuracy, identifies discrepancies and unsubstantiated information and requests clarifications and corrections as
appropriate; inputs designated employees’ time worked, overtime and absences; maintains confidential personnel files and information; prepares and monitors assigned staff or student worker schedules; interviews, selects, supervises and trains student workers; provides guidance to other division/department office support and clerical staff; conducts clerical staff meetings; assists and participates in the development and update of division/department policies and procedures.

10. Researches and compiles data for and provides support and assistance in preparation and review of the division/department’s annual budget and year-end closing; reviews division/department or other assigned programs’ expenses and monitors assigned budget balances; prepares expense or appropriation transfers.

OTHER DUTIES

1. Attends a variety of meetings, training sessions, conferences, committees, workshops and seminars.

2. Conducts special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Personnel contracts, Title V, and Education Code provisions applicable to areas of assigned responsibility.

2. Standard practices and procedures of a human resources department in a community college environment.

3. Office administrative and management practices and procedures.

4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

5. Basic functions of public educational institutions, including the role of an elected Board and appointed committees.

6. Advanced uses of word processing, graphics, spreadsheet, database and other software to create documents and materials requiring the interpretation and manipulation of data.

7. Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

Ability to:

1. Operate a computer, word processing and spreadsheet software and other standard office equipment.

2. Manage multiple and rapidly changing priorities to meet the needs and expectations of management.

3. Type accurately at a net speed of 50 wpm.
4. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

5. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.

6. Organize, research and maintain complete and extensive office files.

7. Compose correspondence, prepare documents and make arrangements from brief instructions.

8. Communicate clearly and effectively, both orally and in writing.

9. Understand and follow written and oral instructions.

10. Prepare clear, accurate and concise records and reports.

11. Maintain highly sensitive and confidential information.

12. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.

13. Establish and maintain highly effective working relationships with District executives, management, faculty, administrators, staff, Board and committee members, students, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate’s degree; and five years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.
**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, faculty, administrators, staff, Board and committee members, students, parents, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.