

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Human Resource Services/Labor Relations Assistant	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	8059	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 53 Salary Schedule F
REPORTS TO:	Assigned Director	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09

BASIC FUNCTION:

Perform advanced-level technical and secretarial duties related to personnel and labor relations requiring independent judgment and analysis; organize assigned projects, and coordinate flow of communications; assist with the recruitment effort; prepare and maintain logs, files, and records for bargaining and other issues; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform advanced-level technical and secretarial duties related to personnel and labor relations requiring independent judgment and analysis; organize assigned projects, and coordinate flow of communications; assist with the recruitment effort; prepare and maintain logs, files, and records for bargaining and other issues; proofread documents for accuracy, completeness, and conformance to established procedures. **E**

Prepare memorandums of understanding and letters of agreement addressing discipline, collective bargaining agreement waivers, and grievance responses as directed; prepare letters pertaining to union business release, notice of unprofessional conduct, and notice of unsatisfactory performance; take minutes at meetings. **E**

Assist management in the preparation of proposals for collective bargaining; prepare documentation used in mediation disputes; track and assist with the grievances process; communicate with bargaining units. **E**

Work independently on assigned projects, including research, documentation, development, coordination, and decision making to complete assigned project; develop and/or assist with training programs for the department, bargaining units, or district-wide. **E**

Coordinate and review requests, reports, and other information from sites and/or departments to determine compliance with district policies and procedures, collective bargaining agreements, Penal Code, Labor Code, and California Education Code; work with Legal Department on Uniform Complaints and Department of Fair Employment and Housing (DFEH) complaints. **E**

Coordinate, create, and manage databases to provide accurate and timely statistics and other data; coordinate and perform research; supervise information gathering. **E**

Develop and maintain a variety of logs, records, and files related to employee relations, training session, etc.; compile information, and prepare summaries and reports; compile and tabulate statistical data for bargaining units and other issues; duplicate and distribute a variety of records, reports, and other materials as directed. **E**

Independently respond to concerns and/or complaints from parents, staff, and community regarding departmental activities, school site issues, and requests for information. **E**

Independently develop bulletins with accompanying support information; maintain miscellaneous documents prepare documents for signature; type letters, memoranda, reports, presentations, schedules, or other materials from copy or rough draft of verbal instructions using a computer; input a variety of data and records relating to assigned functions into a computer system. **E**

Receive, screen, and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff member; call to verify, receive, or transmit confidential or controversial information to appropriate administrator, staff, or bargaining unit. **E**

Act as a liaison for the electronic document imaging system; prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare detailed and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and five years of increasingly responsible personnel or labor relations secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM
 Excel.....85% Overall Score
 Word.....85% Overall Score
 PowerPoint.....85% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Personnel and labor relations.
 Operations, procedures, specific rules, and precedents of the office.
 Technical aspects of field of specialty.
 Applicable sections of State Education Code and other applicable laws.
 Presentation, communication, and public speaking techniques.
 District organization, policies, procedures, and terminology related to certificated and classified employees.
 Bargaining unit reports, labor relations, and negotiations.
 Operation of a computer, related software, and standard office equipment.
 Paperless electronic forms and filing systems.
 Research methods, report writing and recordkeeping techniques.
 Correct oral and written usage of English grammar, spelling, punctuation, vocabulary, and composition.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Prepare detailed and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
- Develop and/or assist with training programs.
- Record or take notes at meetings, and transcribe minutes accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office or school environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; see to read, prepare, and proofread documents; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

(Former Title: Personnel Office Assistant)

APPROVALS:

Carol Mignone Stephen, Associate Superintendent, Human Resource Services

Date

Susan E. Miller, Interim Superintendent

Date