

**PUEBLO CITY SCHOOLS D60**  
**CLASSIFIED JOB DESCRIPTION**

**Job Title:** Executive Assistant – Human Resources, Educational Support Personnel (ESP) Specialist  
**Prepared Date:** 6/2/2017  
**Revised Date:** 7/2/2018  
**Work Year:** 209 days  
**Department:** Human Resources  
**Reports To:** Human Resources Manager - Staffing  
**Salary Range:** Executive Assistant Salary Schedule  
**Benefits:** Fringe Benefits based on Executive Assistant Meet and Confer  
**Status:** FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The Executive Assistant ESP is responsible for working with administrators, supervisors, and support staff with all aspects of recruiting, selection, and processing of Educational Support Personnel (ESP) employees. This position performs a variety of highly complex, technical duties requiring excellent communication. This position will utilize specialized knowledge and independent judgment involving frequent and responsible public contact for recruitment, selection by appropriate qualifications and credentials, staffing, and access to information concerning employer/employee relations. This position is responsible for the accurate and timely entry of a variety of data into various computer software programs.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIRED:**

- High School Diploma or equivalent
- Any combination of education, training, and/or experience equivalent to: AA Degree in Human Resources or related field, and five (5) years of secretarial/clerical experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Experience/knowledge in Human Resources field.
- Experience/knowledge in Alio Business Management Software.
- Experience/knowledge with Frontline Applicant Tracking System (Applitrack)

- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

#### **SKILLS AND KNOWLEDGE:**

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office clerical work quickly and efficiently
- Ability to perform a variety of highly complex, technical duties involving specialized knowledge and independent judgment
- Ability to prioritize, plan, organize, and execute work independently
- Ability to use standard database, spreadsheet and word processing software effectively.
- Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to communicate in English effectively, both orally and in writing.
- Ability to utilize professional telephone and electronic communication techniques and etiquette
- Ability to maintain highly complex and complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions in English

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Manage the Educational Support Personnel hiring process including monitoring the flow of

personnel requests and job postings, screening and interviewing processes, reference checks, criminal background checks, lift tests, and job offers based on established standard operating procedures, negotiated agreements, and pay schedules.

- Screen and evaluate employment applications; refer qualified applicants to applicable hiring manager/administrator
- Plan, schedule, and conduct orientations for all incoming ESP new hires; prepare, complete, and finalize personnel folders and cards for all respective employees.
- Assist and consult with District and Department Administration in developing and establishing ESP FTE requirements
- Communicate regularly and professionally with District Administration to keep them updated and informed of new hire progress.
- Learn and keep current and familiar with applicable negotiated contracts
- Attend scheduled and unscheduled meetings with support staff supervisors, managers and department administration to discuss both employee and District issues.
- Work with administrators, associations, and ESP employees to resolve support staffing issues.
- Work closely with the ESP recruiting program. Post positions online; place newspaper ads; Represent the District and the Human Resources Administration at recruitment job fairs as required.
- Monitor all changes for ESP: status, transfers, Every Student Succeeds Act, and Highly Qualified status of applicable employees.
- Monitor status of athletic coaches' licenses and CHSAA Coaching Certificates for Non-Licensed Coaches.
- Manage Athletic Coaching Extra Duty Contracts.
- Process and monitor all aspects of evaluations for District Educational Support Personnel.
- Create annual education support staff salary letters, as required by negotiated contracts; responsible for correspondence to employees;
- Manage and review the application process, ESP orientation process and materials, and update job descriptions.
- Monitor and track staffing changes, building changes, and transfers as they occur.
- Maintain ESP Employee Personnel Files.
- Maintain and provide data for and assist the Human Resources Supervisor in compiling all reports required under ESSA to include the CDE HR Report.

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Human Resources Administration

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

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing			<b>X</b>		
Walking (level surface)				<b>X</b>	
Walking (uneven surface)			<b>X</b>		
Crawling	<b>X</b>				
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)		<b>X</b>			
Reaching overhead				<b>X</b>	
Reaching extension				<b>X</b>	
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping				<b>X</b>	
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation					<b>X</b>
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>50 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>50 lbs.</b>			<b>X</b>		

#### **WORKING CONDITIONS:**

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.