

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

**Job Title:** Executive Assistant – Human Resources  
**Prepared Date:** 10/22/2016  
**Revised Date:** 9/1/2021  
**Work Year:** 213 days  
**Department:** Human Resources  
**Reports To:** Assistant Superintendent of Human Resources  
**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 of Human Resources works in a highly complex setting, deals on a continuing basis with sensitive, controversial, and confidential matters, has continual contact with staff and the public, and must ensure that all activities meet defined objectives. Work requires the exercise of a high degree of initiative, a positive attitude, sound judgment and discretion in the performance of these duties. 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. This position serves as clerical support to the Assistant Superintendent of Human Resources and occasionally other department administration. This position also works in conjunction with the Benefits Manager and serves as a backup to those duties

**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:**

- Previous experience supporting executive level leadership
- 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, multi-line telephone, 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.

- Ensure appropriate confidentiality of all information, correspondence, and reports in the Office of Human Resources
- Serve as executive assistant to the Human Resources Administration including screening incoming calls and correspondence and refer to appropriate staff for action; assemble relevant attachments or notes for instruction or disposition
- Perform general office duties; keep an accurate and up to date filing system; operate appropriate office equipment; cordially answer telephone calls; take messages; assist Assistant Superintendent in scheduling daily activities, prepare agendas, maintain appointment calendar, and related details
- Perform a high level of technical duties for the Assistant Superintendent including preparation, assembly, and maintenance of data, reference files, and complex reports and graphs
- Prepare, check accuracy and code requisitions, purchase orders, travel arrangements, travel reimbursements, check requests, leave requests, overtime requests, and other forms and requests for approval as requested by the Assistant Superintendent
- Perform all duties pertaining to committees, workshops, conferences, reports, task forces, and meetings, including but not limited to compilation and preparation of preliminary drafts for various reports, special studies or surveys, and others as assigned by the Assistant Superintendent
- Perform duties related to recruitment fairs (scheduling, registration, travel accommodations, etc.)
- Perform duties related to the advertising budget (track and monitor budget, Purchase Orders, etc.)
- Manage hiring process for hourly employees outside of nutrition services including, but not limited to: hourly athletic workers, student workers, lunch room attendants, and tutors by conducting criminal background checks, following processing procedures, and placing employees on applicable salary schedule.

- Facilitate the duties of temporary help engaged by the Human Resources Department; Create Human Resources consultant contracts; Process invoices, payments, and purchase orders for external Human Resources consultants
- Monitor and make adjustments to Human Resources budgets as requested
- Prepare agendas, minutes, mailings, and notification for committee meetings, conferences, task forces, etc.
- Assist the Director of Human Resources in monitoring Human Resources web pages and update as needed
- Prepare/draft correspondence and copy documents as requested; verify accuracy and complete data for administrative and public reports
- Process information using word processing, E-mail, Google Docs, Internet, work order system, purchase order system, supply and data processing request systems, and other computerized processes as needed
- Take and maintain minutes at meetings as requested by the Assistant Superintendent
- Maintain official records and reports and prepare correspondence for Assistant Superintendent's signature
- Act as a team member for the office; follow up on pertinent issues; set positive, helpful tone for office
- Plan and organize office and work flow activities to meet program objectives in a timely manner; evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operations; and anticipate events, trends, consequences and problems
- Provide clerical support to other staff as needed
- Assist in the certified/classified interview process as needed
- Prepare and submit Board agenda items as required.
- Assist Benefits Manager in processing workman's compensation claims, FMLA and other district leave requests, unemployment paperwork, etc.
- Track and verify association leaves, verify and bill each association respectively
- Work with Human Resources Administration to organize and maintain all negotiated agreement files and agreement books, prepare proposals for negotiations as required, update agreement books (proof for printing) and distribute, and monitor guidelines and timelines
- Work with Director of Human Resources to update and distribute all benefit schedules (A, B, and C)
- Process and log all grievances, monitor timelines, maintain files, and prepare all materials for grievance hearings
- Coordinate tuition reimbursement program in spring and fall (communications, reminders, forms); compile report and documentation for submission to accounting

**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 a 9-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 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

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

**WORKING CONDITIONS:**

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