

YUBA COMMUNITY COLLEGE DISTRICT

POSITION TITLE: EXECUTIVE ASSISTANT/OFFICE
COORDINATOR
AUTHORIZED MANAGEMENT POSITION: CONFIDENTIAL
ASSIGNMENT LOCATION: DISTRICT OFFICE

BASIC FUNCTION: Serves as the confidential executive assistant to the Chief Human Resources Officer (CHRO), and performs a variety of highly skilled administrative clerical and office coordinator services for the Office of Human Resources.

DISTINGUISHING CHARACTERISTICS: Positions in this class differ from other nonexecutive assistant classes in that the duties and responsibilities are more varied, technical, complex, professional and confidential in nature, and involve a higher degree of initiative and independence and more knowledge of the policies and procedures of college and district-wide functions and operations. Incumbents perform a wide variety of executive administrative duties and office coordination, which require technical skills, judgment and initiative over a broad range of situations and alternatives. Confidentiality, political acumen, tact and courtesy are imperative for the position in handling district matters and consequences of district decisions that may affect internal and external constituents.

REPRESENTATIVE DUTIES:

Coordinates with the Chancellor's Office the agendaing of all public and closed session personnel matters, risk management, collective bargaining and litigation management for monthly Governing Board meeting for the Office of Human Resources.

In collaboration with Fiscal Services, coordinates the District Risk Management Program. Establishes and maintains a system for reviewing, researching, reporting, and maintaining records of liability claims filed against the District in compliance with District Procedures. Maintains documentation for District Risk Management Program.

Coordinates District negotiations, including grievance and arbitration proceedings. Maintains confidentiality of the District's negotiations with the collective bargaining units of the District.

Coordinates matters of employee discipline and interactive process with other HR Officers and CHRO.

Coordinates District Ergonomics Program, and employee on-line professional development training.

Serves as District's Custodian of Records with the Department of Justice. Responds to Public Records requests.

Discusses, prioritizes, and reviews calendar and events daily with the CHRO and HR Officers to assure timely and appropriate coordination of offices, activities and status of assigned projects; prepares preliminary responses to correspondence for CHRO's approval.

Maintains and coordinates CHRO's and HR Officers appointment calendars, oversee travel and meeting arrangements for the CHRO; coordinates and prioritizes workflow to support the CHRO and HR Officers; provides leadership to coordinate the work of the HR Officers and the CHRO; performs a variety of related support tasks for the CHRO as necessary.

Attends to administrative detail on special matters assigned by the CHRO; composes correspondence on own initiative on matters not requiring personal responses of the CHRO and HR Officers; receives and arranges calls and appointments and provides requested information where possible utilizing independent judgment, knowledge and interpretation capabilities.

Analyzes, understands and communicates the District organization, operations, policies and objectives with key executive offices. Maintain District organizational charts and reporting structure.

Assists in establishing and maintaining positive employment relations between the District office and colleges of the District;

Provides executive support to CHRO and HR Officers for regional and statewide committee work including ACHRO, CCC North 14 and Statewide EEO Committee; organizes and manages materials for complex projects; follow-through on such activities. Attends meetings in the absence of the CHRO.

Serves as liaison between the Office of Human Resources and the Chancellor's Office, College Presidents, District Executive staff and other District and College personnel; serves as resource and provide support to Executive staff in follow-through on assignments.

Performs various special studies and projects, gather required information, compiles statistics, formats and prepares reports.

Reviews complex documents, records, and correspondence for accuracy, completeness, and compliance to applicable rules, regulations, policies, administrative procedures and legal requirements.

Prepares, monitors and manages the budget for the Office of Human Resources, review reports, maintain records of expenditures, and recommend budget adjustments.

Maintains District Administrative Procedures relating to the Office of Human Resources initiating and being responsible for annual updates and additional procedures.

Composes and constructs complex meeting agendas independently for CHRO and HR Officers; determines and anticipates agenda items; reports and communicates information verbally, in writing and electronically where judgment, knowledge and interpretation of policies and regulations may be necessary; manages meeting proceedings utilizing a variety of record keeping and recording models.

Manages the flow of electronic, paper, and verbal information and communications with proficiency, exercising independent judgment and maintaining confidentiality.

Greets and interviews office visitors and provide desired information; interprets district policies and procedures; receive complaints and refer to appropriate administrator.

Exercises independent judgment concerning matters requiring the CHRO and HR Officers attention to assure timely action.

Serves as a professional resource to confidential and classified staff in executive and administrative offices of the District.

Revised: 10/1/15

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Best practices in Human Resources management for public education institutions
Operation, procedures, and protocol of an executive office
Modern office practices, procedures, and equipment including electronic and technical equipment, databases and software applications.
Records management techniques for both paper and electronic environments
Correct English usage, grammar, spelling, punctuation, vocabulary and composition
Organizational operations, including operating consistent with policies, rules, regulations and administrative procedures
Interpersonal relations skills, using tact, patience, and courtesy
Office management techniques
Oral, written and electronic communications skills, including telephone and internet etiquette

ABILITY TO:

Perform responsible and complex executive office duties with competence and efficiency
Take minutes of meetings and transcribe notes accurately and efficiently
Learn and maintain compliance with rules, regulations, policies and procedures
Type at 65 words net per minute from clear copy
Analyze complex situations accurately and adopt an effective course of action
Understand and follow oral and written directions
Plan and organize work effectively
Compose independently and from oral instructions, letters, memorandums, or other material
Operate computer and other electronic hardware and software programs and other office and presentation equipment
Maintain a variety of filing and archival systems, including electronic
Make arrangements for meetings, manage meetings and synthesize and record proceedings
Establish and maintain effective working relationships with others
Work effectively with many interruptions and under pressure
Establish and maintain schedules and time lines, work plans and process flow charts
Create and construct reports and design templates and presentation materials
Work confidentially with discretion and professionalism
Communicate effectively orally, in writing and electronically
Work effectively with executives and their assistants in a multi-college district environment

EDUCATION AND EXPERIENCE: Any combination equivalent to a Bachelor's degree in human resources, business administration, organizational management or related field and three (3) years of responsible executive-level administrative experience in providing administrative support to a senior level executive, preferably in an educational environment

DESIRED LICENSE/CERTIFICATES:

Bilingual
California Notary Public
SHRM Certification

WORKING CONDITIONS:

Executive/district office environment
Subject to constant interruptions
Subject to evening or variable hours
Contact with dissatisfied or abusive individuals

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PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Communicating to exchange information in person and on the telephone

Seeing to read various materials

Communicating to exchange information and make presentations