

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Executive Assistant /Human Resources	Range: 30C	Confidential Schedule
Date Revised:		Date Approved:	May 23, 2023

PRIMARY PURPOSE

This position is responsible for performing a variety of comprehensive, complex and specialized administrative duties to support a senior administrator (Associate Vice Chancellor/Executive Director), which includes access to confidential information that is used to contribute significantly to the development of management positions. The duties of the position require extensive knowledge of District policies and procedures, the ability to exercise independent judgment, action, and discretion in handling confidential information and materials, and specialized knowledge of the functional area supported.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Perform advanced administrative duties independently at the direction of a designated senior administrator; this includes independently analyzing complex situations and determining course of action; verify and provide administrative forms and guidance in human resources processes, including but not limited to: disciplines, grievances, investigations, health mandates, and reasonable accommodations. Independently drafts complex reports that include District memorandums, health mandate forms, and discipline notices.
2.	Assist in the research, analysis, development, and presentation of management positions with respect to negotiations, benefits, and employer-employee relations; coordinate, gather, and compile data/information for collective bargaining groups, administrative agencies, mediators, legal counsel, and District administrators, Board of Trustees, and Chancellor Staff, as needed; prepare, organize, and gather data/information for Board Agenda items for the assigned area of responsibility, including, but is not limited to: job measurement determinations, sabbaticals, voluntary and involuntary transfers, probationary releases, and terminations.
3.	Design, implement, monitor, and maintain complex electronic platforms used in the collection of data, including but not limited to: Board of Trustee's, state, or federal health and safety mandates, reasonable accommodations, faculty reimbursements, state and federal legislative bills, employee and labor relations, and District records. Coordinate and prepare comprehensive reports of District health and safety mandate information for District administrators and Board of Trustees, as needed.
4.	Manage daily activities to assure efficient operations; schedule and confirm appointments; coordinate appointment calendar; greet visitors and direct to appropriate personnel; initiate and answers telephone calls; screen and direct calls; receive and route mail; plan and organize special projects, committees, receptions and events as assigned; maintain calendar of activities, events and meetings; take, transcribe, and distribute minutes of meetings.
5.	Coordinate, track, and participate in the collaborative interactive processes of varying levels of complexity and needs in accordance with the American with Disabilities (ADA) and the Fair Employment Housing Act (FEHA); administrate and maintain accommodation information utilizing electronic platforms; coordinate and collaborate with third-party consultants for employee accommodations.

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6.	Independently compose and prepare a variety of materials including correspondence, purchase requisitions, proposals, and memoranda; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical narrative reports from a variety of sources; review documents and data for accuracy and completeness; conduct research and special projects as assigned; compile, organize and abstract information and materials.
7.	Serve as liaison in communications with staff, legislators, community, civic and business representatives and the general public for the assigned area of responsibility; coordinate information and communication between District and campus administrators and personnel; provide information to departments, personnel, students and the public; answer questions and resolve problems requiring specialized and extensive knowledge of assigned area.
8.	Assist in the development and preparation of the annual preliminary budgets for assigned area of responsibility; assist in monitoring and controlling expenditures; approve expenditures within established guidelines and at the direction of the supervising administrator; maintain detailed and comprehensive reports, record and file according to programs, operations, and activities.
9.	Maintain a variety of complex records of a confidential or controversial nature including information regarding the District, personnel, students, and collective bargaining negotiations; input and retrieve computerized data as required.
10.	Oversee, track, and maintain employee background records, processes, and procedures utilizing the Department of Justice database; coordinate information and communication between employee and executive level administrators regarding background checks and live scan monitoring.
11.	Order supplies and equipment; prepare purchase requisitions; track orders to assure delivery and payment; process facilities maintenance requests.
12.	Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Train and provide work direction and guidance to others as directed.
14.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
16.	Perform related duties as assigned.

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Executive Assistant/Human Resources maintains frequent contact with various District administrators and personnel, faculty, students and the public.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; supplemental college coursework desirable.

Minimum four (4) years of increasingly responsible administrative experience, preferably in an educational setting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of laws and regulations applicable to assigned functional area of responsibility
- Knowledge of organization, policies, and procedures of assigned functional area of responsibility
- Knowledge of the policies and regulations related to accessing and processing confidential information and materials
- Knowledge of administrative office management
- Knowledge of modern office practices, procedures and equipment
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of record keeping procedures and budget preparation and maintenance
- Knowledge of various computer software applications
- Ability to compose correspondence and other written materials independently
- Ability to proofread and edit written materials to assure accuracy and completeness
- Ability to process confidential materials and information related to collective bargaining and personnel
- Ability to make arithmetic calculations quickly and accurately
- Ability to type at 60 wpm from clear copy
- Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to read, interpret, apply and explain laws, regulations, policies and procedures
- Ability to plan, organize and prioritize work
- Ability to work independently with little direction
- Ability to complete work efficiently with many interruptions
- Ability to work confidentially with discretion
- Ability to meet schedules and timelines
- Ability to understand and follow oral and written directions
- Ability to communicate effectively
- Ability to understand the scope of authority in making independent decisions
- Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

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May require a valid California Driver's License

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
