



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Executive Assistant, Human Resources (HR) Operations	Salary Range:	31C
Date Revised:	4/2/2026	Date Approved:	6/23/2026

CONFIDENTIAL DESIGNATION

Pursuant to California Education Code Sections 88003 and 88003.1, this position is designated as Confidential within the classified service. Incumbents in this designation are assigned duties that require regular access to or participation in matters related to collective bargaining on behalf of the District. As a result of these responsibilities, confidential employees are excluded from represented bargaining units and are classified separately within the District's classified service structure.

PRIMARY PURPOSE

Under the direction of a designated District-level administrator or manager, the Executive Assistant, Human Resources (HR) Operations provides advanced, specialized, and highly confidential administrative support within the Human Resources operational environment. The Executive Assistant supports executive-level HR functions requiring extensive knowledge of District policies, collective bargaining processes, and employer-employee relations.

The Executive Assistant, HR Operations, exercises significant independent judgment and discretion in handling sensitive and complex information, contributes to the preparation of management positions, and ensures efficient operation of executive HR activities. The Executive Assistant is integral to supporting labor relations, budgeting, communications, and Districtwide coordination.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant, HR Operations is distinguished by its responsibility for advanced administrative support in a highly sensitive and confidential Human Resources setting at the District level. Unlike general administrative or support roles the Executive Assistant supports employer-employee relations activities, including collective bargaining and grievances, contributes to the development of management positions, and manages confidential records of a controversial or legally sensitive nature.

The Executive Assistant, HR Operations requires specialized knowledge of HR operations, labor relations, and District governance, along with the ability to act independently, exercise sound judgment, and manage complex administrative processes with minimal supervision.

ESSENTIAL FUNCTIONS

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

Executive HR Administrative Support

1. Provides advanced administrative support to a District-level manager in Human Resources; oversees and coordinates daily office operations to ensure efficiency; schedules and confirms appointments; maintains and coordinates executive calendars;



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greet visitors; and independently initiates, answers, screens, and directs telephone calls and communications.

2. Receives, prioritizes, and routes correspondence and materials, as appropriate.

Confidential Labor Relations and HR Support

3. Assists in the development and presentation of management positions related to employer-employee relations as directed.
4. Prepares and manages highly confidential materials related to labor negotiations, grievances, and other employee relations matters.
5. Maintains strict confidentiality and discretion in handling sensitive information.

Data Administration and Records Management

6. Maintains complex records of a confidential and/or sensitive nature related to the Board of Trustees, District administration, personnel, students, and collective bargaining activities.
7. Oversees electronic and manual files, filing systems, and records; ensures accuracy, security, and appropriate access in accordance with District policies and legal requirements; follows record keeping and archiving policies and procedures related to the area of assignment.

Budget and Fiscal Support

8. Assists in the development and preparation of preliminary annual budgets for assigned HR operational areas.
9. Tracks and monitors expenditures, maintains financial records, reviews and approves expenditures within established guidelines and at the direction of the assigned manager.
10. Extracts, compiles, and organizes data; prepares, and maintains detailed fiscal and operational reports.
11. Orders supplies and equipment; prepares and tracks purchase requisitions; monitors deliveries and payments; and submits and tracks facilities maintenance requests in support of HR operations.

Documentation and Analytical Support

12. Independently composes, formats, and prepares a variety of complex HR related documents such as correspondence, memoranda, proposals, presentations, templates, lists, and reports.
13. Develops and revises schedules and forms; compiles data to prepare and generate complex narrative and statistical reports from multiple sources; reviews documents for accuracy and completeness; conducts research; and organizes information for executive review.
14. Prepares Board of Trustees' agenda items for submission; drafts, reviews, edits, and ensures all agenda items comply with District, state, and federal legal requirements.

Communications, Collaboration, and Special Projects

15. Serves as a liaison between Human Resources leadership and District and campus administrators, staff, legislators, community, civic and business representatives, and the public.



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16. Coordinates communications and information flow across departments; provides guidance and information requiring specialized knowledge of HR operations; and resolves issues within established authority.
17. Plans, organizes, and supports meetings, committees, events, and special projects as assigned.
18. Updates and maintains calendars of activities and events; prepares agendas and materials; records, transcribes, and distributes meeting minutes; and tracks follow-up actions.
19. Attends and participates in a variety of meetings, serves on committees, and coordinates programs and services with District and college personnel in support of HR operations and institutional objectives; prepares and distributes meeting agendas and materials; takes, transcribes, and distributes meeting minutes, as requested.

Technology, System Management, and Communication

20. Utilizes and implements advanced technology tools and HR systems to manage, collect, and analyze data, streamline processes, and track compliance.
21. Manages electronic communication systems to ensure efficient information flow between the assigned office and other departments.

Training, Guidance, and Support

22. Provides training and/or guidance on HR policies, procedures, and compliance requirements to District and campus management, faculty, and staff, as needed.
23. May process collective bargaining agreements (CBAs), including but not limited to preparing confidential materials, reports, or other research related to the area of assignment, as requested.
24. May assist with onboarding of new department staff; may assist with the offboarding process; ensures compliance with collective bargaining agreements.

Technology and Process Improvement

25. Uses advanced technology tools for data collection, analysis, and presentation purposes.
26. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

27. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

28. Performs other duties that support the overall objective of the position



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WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Business Administration, Office Management, Human Resources, or related discipline required; **AND**
- Three (3) years of experience in an administrative support role;
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. **AND**
- 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

- Experience in higher education or public administration.
- Proficiency in Microsoft Office Suite, project management software, and experience with board management software.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Thorough knowledge of the role and responsibilities of Human Resources in a college district, including reporting and compliance duties.
- Knowledge and understanding of state and federal regulations, particularly those affecting higher education administration.
- Knowledge of California Education Code and other applicable laws and regulations related to the area of assignment.
- Knowledge and familiarity with budgeting, finance, and human resources practices within a college district.
- Knowledge of emerging technologies and communication tools relevant to higher education administration.

Skills:

- Strong organizational skills with the ability to manage complex projects and multiple priorities.
- Advanced skills in data management, financial analysis, and reporting.



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- Excellent communication skills, both verbal and written, with the ability to interact effectively with high-level executives and external partners.
- Proficiency in technology, including advanced office software, data analysis tools, and presentation software.
- Proficiency in computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to collaborate effectively with internal and external partners to support strategic initiatives, program reviews, and accreditation processes.
- Ability to manage sensitive information and maintain confidentiality.
- Ability to support the assigned manager in adhering to and interpreting collective bargaining agreements.
- Ability to lead initiatives related to DEIA, ensuring inclusive practices are embedded in all aspects of the office's operations.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of



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computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.