



POSITION DESCRIPTION

JOB TITLE: Administrative Assistant II Job Class: 3030	
DATE	Office of the Chief Human Capital Services Various Departments
BARGAINING UNIT:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Under general supervision, develops and implements systems to help streamline and administer the Office of Human Capital Services programs and functions. Works on departmental projects, assists customers and provides leadership to other department clerical staff.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assists the Office of Human Capital Services in the assigned role. Serves as the main resource for the area and performs support functions.
2. Develops and maintains databases, follow up procedures and controls for the department. Works with staff to ensure complete data collection and tracking. Works with department director to resolve administrative matters.
3. Maintains and coordinates the department's monthly calendar of events and works with staff to monitor tasks and coordinate workflows.
4. Coordinates and maintains information for weekly department meetings, employee sessions and management committees. Prepares communications and correspondence in support of these functions.
5. Manages and coordinates the administrative processes for district-wide Human Capital Services functions; open enrollment, recruitment events, employee handbook releases, etc.
6. Manages and coordinates the department's portal pages, web presence and record-keeping functions.
7. Prepares bulletins, reports and information items. Undertakes research to prepare related reports and correspondence as directed.
8. Maintains a working knowledge of the MPS Employee Handbook and follows implemented changes to ensure accurate administration, data collection and documentation.

9. Performs office management functions such as payroll, budget, requisitions, inventory and other office maintenance duties. Serves as a back-up for payment processing for the department.
10. Initiates, implements and coordinates new office and record-keeping procedures involving filing systems, forms, portal information and internal controls.
11. Coordinates the work of the department Human Capital Services Assistants to ensure team tasks are coordinated and serves as back-up and consistent coverage for customer service.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Position receives direction and guidance from the department director.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Functional supervision of support staff on a project basis.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in Business, Human Resources or a related field.

Experience Requirements

One to three years of previous experience in a high-volume transaction environment is required. Experience with automated HRIS, preferably PeopleSoft is required. Previous public sector experience would be helpful.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Strong analytical and organizational skills. Accuracy with numbers, dates and spelling are critical. Must be able to prioritize tasks. Incumbent should have strong problem solving abilities and customer service skills. A demonstrated ability to work well with external customers, departmental staff, other central office departments and school staff is required. Computer skills to include proficiency with MS Office software and databases is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF

ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.