

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 12/05/2018



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report           ☐ Old Business           ☐ Superintendent's Report  
**Action:**        ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State           ☐ Travel In State           ☒ Approvals  
                    ☐ Termination                      ☐ Legal Matters           ☐ Other:  
This action request pertains to ☐ Elementary (only)    ☒ High School/District Wide

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**Date:**        12/04/2018

**To:**           **Browning School Board**  
                    Members

**From:**       Corrina Guardipee-Hall ED.S.  
**Title:**        Superintendent

**Subject: Salary Increase: Human Resources Administrative Assistant 2018-2019**

**Description:** Request a salary increase for Sheri Blue, Human Resources Administrative Assistant. Sheri's skill and knowledge in the HR Department exceeds the requirements of a traditional secretary. In the past four years, Sherie has worked with and effectively supported 2-HR Directors transition and will also be working with the incoming director.

Sherie supports the district administrators, directors and employees through a variety of tasks related to the district, and is responsible for confidential and time sensitive material. She has quality skills in technology, communication, organizational ability, written expression, time management, office coordination, administrative services and problem-solving skills.

**Financial Impact:** \$41,685 + 5% increase \$2,084.25 = \$43,769.25

**Funding Source (Budget/grant, etc.):** HR Department

**Attachment(s):** none.

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial): \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: July 25, 2018



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## **Administrative Assistant-Human Resources**

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### ***Summary of Functions***

Under general supervision, serves as Administrative Assistant and performs all secretarial and clerical functions for the Human Resources Department.

### ***Essential Duties and Responsibilities***

- 1) Staffing – Assists with all Human Resources functions: recruiting, hiring, transfers, status changes, evaluations, exit processes, unemployment claims, etc. Drafts and posts job notices for vacant positions. Receives and organizes applications. Arranges and schedules screening and selection committees. Prepares final recommendation for Board of Trustees. Conducts background checks on all new employees as required. Notifies applicants of the final decision. Assists in preparation of contracts and addendums for all employees, including coaches.
- 2) Inquiries – Responds to questionnaires, surveys and other inquiries from research or professional organizations or district personnel. Completes requests for verification of salary and/or other employment information upon request.
- 3) Personnel System – Inputs data for all new employees verifying that all forms (I-9, W-4, TB and support) have been completed. Forwards necessary documents to payroll.
- 4) Correspondence – Uses word processing software and printing equipment to create, copy, edit, store, retrieve and print a variety of documents. May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Processes incoming correspondence as instructed.
- 5) Technical Assistance – Provides information and assistance to administrators, directors, supervisors and employees regarding personnel matters such as transfers, salary increments, resignations, unemployment, etc.
- 6) Meetings – Makes arrangements for meetings including time, advance notice, agenda space, layout, equipment, and refreshments. Assembles background material as needed. May be required to record and transcribe minutes for various meetings.
- 7) Coordinating – Coordinates with the building Principal/Administrator/Director for planning and preparation for recruiting, interviews, transfers, workshops, and all other aspects of the Human Resources department.

- 8) Files – Establishes and maintains files in a logical, ordered manner including labels and physical aspects to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources. Establishes and maintains personnel and other necessary files for all district employees.
- 9) Procurement – Secures needed equipment, services, and supplies for the department. Maintains personnel forms, supplies, etc.
- 10) Bookkeeping – Performs any bookkeeping tasks associated with specific position. Processes invoices and travel for the department for payment by the Business Office. Drafts and enters purchase orders, leave requests, etc. in accordance with accounting procedures and obtains required signatures.
- 11) Confidentiality - Maintains safeguard over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures. Understands that certain information may be critically and legally sensitive and does not share it with others.
- 12) Orientation – Assist with all components of new staff orientation such as paperwork including but not limited to Personnel Policies, Acceptable Use of Technology Agreement if applicable, current Collective Bargaining Agreement, I-9 form, and W4 form. Issue hire letter and probation end date if necessary, generate SEID #, and issuance of staff ID's.
- 13) Substitute Eligibility List – Assists in maintaining and managing the Live Substitute list for the school district.
- 14) Staff Credentials – Provides for the issuance and renewal of state credentials of district employees.
- 15) Reports – Prepares and submits reports and other documents as required.
- 16) Training – Schedules and provides employment materials for substitute teacher workshops. May schedule other district workshops as needed. Maintains list of attendees and distributes to each building. Participates in training sessions, at BPS expense, as directed. May provide training to co-workers as needed and ensures that their on-the-job training conforms to work standards and job requirements.
- 17) Public Relations – Establishes and maintains good relationships with supervisor, co-workers, other district personnel, students, parents, suppliers and the public. Works to enhance the appearance and professionalism of the office.
- 18) Backup – On a temporary, rotating basis, may serve as backup to the receptionist as assigned.
- 19) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

### ***Organizational Relationships***

Supervised by and reports to Human Resources Director. May oversee and monitor the work of other staff and temporary workers assigned to the department.

## **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ❑ High school diploma or equivalent
- ❑ (1) Two-year AA degree or equivalent college courses or (2) two (2) years of successful experience in secretarial/office administration
- ❑ Proficient with desktop computers, preferably using Microsoft Word and Excel
- ❑ Knowledge of the administrative functions and their respective policies and procedures e.g., personnel, finance, procurement, records management, etc. to perform clerical tasks
- ❑ Knowledge of and experience in operating office equipment including fax, copier, calculator, and typewriter
- ❑ Knowledge of grammar, spelling, punctuation, and prescribed formats
- ❑ Skill as a qualified typist
- ❑ Ability to record and transcribe minutes
- ❑ Good communication and organization skills
- ❑ Ability to work with others and without close supervision
- ❑ Ability to focus on work despite office interruptions
- ❑ Physical ability to sit for extended periods, walk and stand for a portion of the time, to type on a keyboard for extended periods, and to exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- ❑ Good work habits

**Desirable Qualifications** – Two-year AA degree or equivalent college courses; education and/or experience in human resources/business; experience with centralized accounting software applications; experience in school operations/office work.

**Work Environment** – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.