

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: April 8, 2025



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignations                      ☐ 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:**    03/18/25

**To:**       Rebecca Rappold  
              Superintendent of Schools

**From:**   Bev Sinclair  
**Title:**    Director of Human Resources

**Subject: Change Payroll Clerk Position to HR Administrative Assistant 2024-2025**

**Description:** In preparation for hiring an additional staff member for Human Resources, the attached job description has been changed to reflect the duties of the position.

**Financial Impact:** \$48,651.00 (Lane 5 of Classified Schedule: L5/S0 = \$23.39 per hour)

**Funding Source:** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Attachment(s):** Job Description

**Superintendent Action:** ☐ Approved   ☐ Denied   ☐ Deferred    Initial & date: \_\_\_\_\_

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

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



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: April 8, 2025



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## **HR Administrative Assistant**

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### **Summary of Functions**

Under the supervision of the HR Director, assists with and performs secretarial and clerical functions for the Human Resources Department.

### **Essential Duties and Responsibilities**

- 1) **Staffing/Pre-Hire Process** – Assists with all HR functions: job postings (on Facebook, Frontline, and Montana OPI), application packets, recruiting, Board Agenda preparation, hiring, transfers, status changes, evaluations, exit processes, unemployment claims, etc. Assists with background checks on all prospective employees as required; including fingerprinting and drug testing. 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. Assists with requests for verification of salary and/or other employment information upon request.
- 3) **Correspondence** – Uses word processing software and pre-established templates to create, copy, edit, store, retrieve and print a variety of HR-related correspondence and documents; including new-hire letters, termination letters, employee contracts, and Unapproved Leave Without Pay letters; distributes all as directed. May use database or spreadsheet software to enter, retrieve, revise, sort or calculate and retrieve data for reports. Processes incoming correspondence as instructed.
- 4) **Technical Assistance** – Provides information and assistance to supervisors and employees regarding personnel matters such as transfers, salary increments, resignations, unemployment, etc. Completes and processes required documentation.
- 5) **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.
- 6) **Files** – Assists with maintaining paper and digital files to facilitate locating and retrieving files and documents. Searches for and assembles information from files and documents in the office and from outside sources. Assists in establishing and maintaining personnel and other necessary files for all district employees.

- 7) Procurement – Assists in securing needed equipment, services, and supplies for the department. Maintains personnel forms, supplies, etc.
- 8) Bookkeeping – Assists in processing invoices and travel for the department for payment by the Business Office. Drafts and enters purchase orders in accordance with accounting procedures and obtains required signatures.
- 9) Confidentiality - Maintains safeguards 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.
- 10) Orientation – Assists with all components of new staff orientation including, but not limited to, documentation pertaining to Personnel Policies, Acceptable Use of Technology Agreement if applicable, current Collective Bargaining Agreement, I-9 form, W4 form. Responsible for creation and issuance of staff IDs.
- 11) Substitute Eligibility List – Assists in maintaining and managing the Live Substitute list for the school district.
- 12) Staff Credentials – Assists with the issuance and renewal of state credentials of district employees.
- 13) Reports – Prepares and maintains an Employee Probationary-Period spreadsheet for Classified Employees; reports end of probationary period to Business Office and appropriate supervisor. Prepares and maintains report on Tenured/Non-Tenured Certified Staff and reports status to school principals. Prepares and submits other reports and documents as assigned.
- 14) Training – Assists with scheduling and providing employment materials for substitute teacher workshops. May schedule other district workshops as needed. Maintains a list of attendees and distributes to each building. Participates in training sessions, at BPS expense, as directed. May assist in providing training to co-workers as needed and ensure that on-the-job training conforms to work standards and job requirements.
- 15) 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.
- 16) Backup – On a temporary, rotating basis, may serve as backup to the receptionist as assigned.
- 17) Other – Performs other functions and assumes other responsibilities as the supervisor may, from time to time, assign or delegate.

### Organizational Relationships

Supervised by and reports to Human Resources Director. Works in tandem with the Confidential HR Secretary to meet the needs of the HR 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
- ❑ Typing skills
- ❑ Ability to record and transcribe minutes
- ❑ Good communication skills (both oral and written) and good organizational 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.