

## ASSOCIATE HUMAN RESOURCES REPRESENTATIVE

### DEFINITION

Assists administrative personnel in the planning, initiation, and coordinating activities in such areas as personnel management, staff development, and related staff functions of gradually increasing scope and complexity with increasing requirements of initiative and independence of action.

### TYPICAL DUTIES

Under general direction, learns and applies policies, regulations, procedures, and techniques of human resources administration in performing some of the tasks listed below:

- Researching, processing, investigating and implementing employee disciplinary actions.
- Investigating employee complaints of harassment, discrimination or other personnel matters filed with the District or governmental agencies and recommends and initiates appropriate action.
- Participating in reasonable accommodation meetings with employees requesting to return to work after a medical leave of absence.
- Reviewing position descriptions for accuracy, completeness, and appropriateness of action or request.
- Maintaining records on disciplinary actions, grievances, Public Employment Relations Board (PERB), discrimination complaints, and related matters.
- Contacting Personnel Commission offices in order to request examinations and assignments of personnel.
- Conducting special studies regarding community payroll practices, personnel policies, and organizational structures in other public agencies.
- Determining employee training needs and arranges for or conducts training sessions.

Assists and receives further training from journey level Human Resources Representatives with the following duties:

- Conducting and monitoring grievance proceedings and responding for the administration.
- Providing assistance through documents and/or testimony to other operating departments with regard to legal/administrative proceedings.
- Representing a department in the implementation of the federally mandated drug testing, worker's compensation cases and lawsuits, and early return to work.
- Conferring with employees and their representatives in efforts to resolve problems of employer/employee relations.
- Advising administrators, supervisors, and employees regarding merit system rules and procedures, assignment procedures, collective bargaining agreements, grievances, disciplinary actions, discrimination complaints, and other personnel matters.

Advising compliance with leaves of absence in accordance with State and federal laws including but not limited to, Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), disability, and workers' compensation; determines employees' eligibility for leaves of absence; and addressing document related issues in the aforementioned areas.

Conferring with representatives of the Office of Labor Relations regarding collective bargaining proposals, history, and contract interpretation.

Participating in disciplinary hearings and in arbitrations.

Participating in a variety of meetings, such as those of the Personnel Commission and labor/management.

Conducting interactive process meetings.

Coordinating bidding procedures for school bus routes.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate Human Resources Representative receives on the job training and assists an administrator or Senior Human Resources Representative by administering and coordinating personnel practices and performing other trainee-level tasks.

A Human Resources Representative assists an administrator by administering and coordinating personnel practices and performing other professional-level tasks.

A Senior Human Resources Representative performs the same duties as a Human Resources Representative except that a Senior Human Resources Representative manages more complex investigations and exercises more independent judgment.

## SUPERVISION

Immediate supervision is received from a Senior Human Resources Representative, administrator, or designee. Work direction is received from a Human Resources Representative. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

Basic principles, policies, and practices of public personnel administration

Basic principles of Merit System and related provisions of the California Education Code, Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act, California Family Rights Act, Labor, and other codes, laws, rules, policies, procedures, and union contracts pertaining to classified employees of the District

Basic principles of equal opportunity employment

Basic principles and techniques of skill training, supervisory techniques, and career development

### Ability to:

Learn and apply District personnel guidelines

Maintain objectivity and avoid bias

Formulate and express ideas clearly and concisely in written and oral presentations

Train and advise staff on human resources principles  
Utilize investigative, information gathering techniques  
Apply pertinent laws and rules in assessing information  
Work independently on assignments  
Plan, organize, and schedule work to meet deadlines  
Communicate effectively both orally and in writing  
Maintain confidentiality in assessing confidential information  
Work harmoniously and effectively with District administrators, employees, and union representatives using tact, patience and courtesy  
Use computers with Microsoft operating systems and word processing and spreadsheet software  
Prepare clear, concise reports and correspondence

## ENTRANCE QUALIFICATIONS

### Education and:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in personnel administration, industrial psychology, school business management, and public or business administration. Additional experience may be substituted for up to two years of the required education on a year-for-year basis.

### Experience

Two years of experience in any of the following areas: explaining employment rules, policies, and procedures ; addressing and resolving employee complaints or inquiries; preparing or writing employment related reports or correspondence; or preparing recommendations on employment related policies, procedures, organizational improvements.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

NEW CLASS

01-04-2024

JAP

Updated

03-26-25

Transportation

Language Only