



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Project Assistant, Human Resources

Class Code: 1593

Work Days: 225

GENERAL PURPOSE

Assist in the facilitation, implementation, and coordination of recruitment, onboarding, and outreach activities for the Orange County Department of Education (OCDE); provide information and guidance to employees and supervisors regarding recruitment policies and procedures; and provide support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from higher level management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Assist in the implementation and evaluation of program goals, strategic plan, objectives, and action plans determined by funding agencies and community partners.
 2. Provide leadership and guidance to Human Resources recruitment staff; provide technical assistance and support related to testing, selection, and placement of all employees hired by OCDE.
 3. Ensure that job announcements, interview questions, and all other recruiting documents and tools are compliant with OCDE policies, guidelines, and regulations, as well as pertinent state and federal labor and education codes.
 4. Assist in the OCDE onboarding process and orientation sessions; maintain contact with newly hired staff to support their onboarding experience through the probationary period and support their participation in additional professional development activities; and solicit feedback through surveys and other means of outreach.
 5. Assist in community outreach and making OCDE an employer of choice with local colleges and universities.
 6. Demonstrate attendance sufficient to complete the duties of the position as required.
 7. Perform related duties similar to the above in scope and function as required.
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QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Procedure, methods, best practices, and techniques supporting recruitment, selection, and onboarding.
2. Principles, methods, and techniques of research.
3. Principles and practices of customer service.
4. Credential requirements and regulations in the State of California.

Ability and Skill to:

1. Develop, assess, and act upon goals and objectives.
2. Manage multiple competing priorities efficiently and effectively.
3. Successfully plan, organize, and direct an assigned project from start to finish.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Present training materials.
6. Establish and maintain effective working relationships with various constituencies.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in human resources, business administration, public administration, or any related field; three (3) years of experience in organizing Human Resources programs and activities; one (year) of supervisory experience; or an equivalent combination of training and experience.

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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The

position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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 essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.