



COLTON-REDLANDS-YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

Employment Opportunity

Human Resources: 1214 Indiana Court, Redlands, CA 92374 - (909) 793-3115

P.O. Box 8640, Redlands, CA 92375-8640

Regular Hours – Open Monday through Thursday 9:00a.m. – 4:00p.m. and Fridays 9:00a.m. – 1:00p.m.

Closed 12:30pm to 1:30pm Monday - Thursday for lunch

Web Site: www.cryrop.org

Apply on: www.edjoin.org

If you deliver your application personally please go to the Registration Office, Bldg. B

CLASSIFIED POSITION:

Human Resources Program Support Specialist

APPLICATION OPEN DATE: Thursday, October 26, 2017

APPLICATION DEADLINE: Wednesday, November 15, 2017

Qualified candidates will be notified to attend required testing.

Required Materials:

- Completed application
- Cover Letter
- Current Resume
- 2 current (dated and signed within 2 years) letters of recommendation (unsigned letters or electronic signatures not accepted)
- Proof of Education

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Annual Salary Range: \$20.84 - \$25.39 / Hour + Excellent Benefits

Hours: M-F, 7:30 am – 4:30 pm, 40 hours per week – 12 months/year

Proposed Start: Monday, January 8, 2018

Work Site: CRY-ROP District Office

CRY-ROP is seeking a full time Human Resources Program Support Specialist. This position requires any combination equivalent to an Associate's Degree plus supplemental training in human resources, business administration, behavioral science or related area and three years of increasingly responsible administrative assistance or human resources experience involving public contact. Type or input data at 55 words per minute. Proficient use of office equipment including a computer utilizing the Windows 7 operating system and assigned software applications including current MS Office 2010 Suite is required. Experience with a public school and/or payroll experience is desirable.

BASIC FUNCTION:

Under the direction of the Superintendent and/or designee, perform varied, responsible and confidential program support duties to assist the manager as well as relieve the manager of administrative and clerical detail; plan, coordinate and organize office and campus-based activities and coordinate flow of communications for the assigned manager; serve as a point of contact for campus-based staff, teachers and partner district staff. The person assigned to this job is considered a confidential employee whose duties normally require access to confidential information used in the development of management positions.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

Perform varied, responsible and confidential program support duties to assist the manager as well as relieve the manager of administrative and clerical detail; plan, coordinate and organize office and campus-based activities; assure smooth and efficient office operations.

Work effectively as a team member with ROP, district, community college, business and others from outside agencies; handle multiple tasks and priorities simultaneously.

Assist in developing and maintaining budget for assigned manager as directed; monitor income and expenditures; prepare budget information; verify availability of funds.

Assist assigned manager by performing research and special projects; provide leadership for coordinating curriculum projects and work as requested; prepare curricular reports and documents.

Represent the assigned manager by responding to requests, complaints and questions from staff and the public by phone and written communication; receive, screen and route telephone calls; greet and assist visitors; refer calls or visitors to appropriate staff members.

Coordinate flow of communications; take messages; respond to inquiries and provide information concerning program procedures, policies and activities.

Compose, type, and format independently or from oral instructions, note or rough draft, a variety of materials and documents including inter-office communications, requisitions, forms, spreadsheets, schedules, letters, memoranda, lists, handbooks, agenda items, bulletins, fliers, work orders and other materials; review and proofread a variety of documents.

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

Prepare and maintain a variety of data, records and reports; process and monitor financial activity, personnel, student information; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Compile and verify information and input into assigned computer system; maintain automated records; generate computerized reports according to established procedures and time lines;

process a variety of forms and applications; duplicate materials as needed.

Schedule meetings, conferences, seminars and appointments as assigned; maintain various calendars; coordinate activities with other departments and staff; arrange and schedule travel accommodations and hotel reservations as necessary.

Organize and facilitate meeting arrangements; attend and participate in a variety of assigned meetings; take, prepare and distribute summary of minutes; take and transcribe dictation as assigned by the position.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with ROP personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns related to programs, services and assigned activities.

Receive, open, sort, screen and distribute incoming mail; compose replies independently or from oral direction; prepare and distribute informational packets and bulk mailings.

Monitor inventory levels of office supplies and materials; order, receive and maintain inventory of office supplies and materials.

Collect various monies and fees for assigned office and program as directed.

OTHER DUTIES:

Assist other programs and departments as assigned; assist with registration activities as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned program and activities.

ROP organization, operations, policies and objectives.

Budget management and record-keeping techniques.

Current office practices, procedures and equipment.

Telephone techniques and etiquette.

Applicable laws, codes, regulations, policies and procedures.

Public relations techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Planning and coordination of activities and event.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic mathematics.

ABILITY TO:

Perform varied and responsible program support duties to assist as well as relieve the manager of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications for the assigned manager.

Maintain confidentiality of privileged and sensitive information.

Obtain and maintain a Notary Public Commission to serve as an impartial witness in performing a variety of acts related to the signing of important documents, taking oaths and affirmations, and performing other acts authorized by law (GC §§ 8201.1 and 8205).

Work independently with minimal direction.

Determine appropriate action within clearly defined guidelines.

Compose correspondence and written materials independently or from oral instructions.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Type or input data at 55 words per minute from clear copy.

Operate a variety of office equipment including a computer and assigned software.

Maintain a variety of records, logs and files.

Meet schedules and time lines.

Prioritize and schedule work.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associates degree plus supplemental training in human resources, business administration, behavioral science or related area and three years of increasingly responsible administrative assistance or human resources experience involving public contact.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.