

SHASTA HEAD START CHILD DEVELOPMENT, INC

Human Resource Clerk

Supervisor: Human Resource Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Provides administrative support to the Human Resources department.

Essential Duties and Responsibilities

- Assists and performs a variety of clerical duties as directed by the Human Resource Manager.
- Assist in the collection, maintenance, and organization of employee personnel file documentation including staffing, recruitment, training, education, and performance evaluations.
- Maintain Human Resource Information System records and compiles reports from database as needed.
- Perform recruitment functions including running classified ads, screening applicants, scheduling interviews, organizing and participating on interview panels, checking references, candidate correspondence, and employee onboarding.
- Creates and assists in creating memos, correspondence, announcements, and reports as directed.
- Coordinate with California Community Care Licensing to ensure clearance of newly hired employees, maintain rosters, and create employee licensing files.
- Ensure recruiting expenses submitted in a timely manner according to Shasta Head Start accounting and allocation standards.
- Performs other related duties as assigned.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to write reports, business correspondence, and procedures manuals.
- Ability to understand written sentences and paragraphs in work related documents.
- High level of integrity and confidentiality required.
- Ability to effectively communicate with groups of managers, employees, regulatory agencies, employers, community groups, families, and the general public.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Knowledge of various software programs such as MS Word, Outlook, Excel, Power-Point, and Publisher. Experience with Human Resource Information Systems a plus.
- Strong customer service skills.

Education and Experience

Minimum

High School diploma or GED. Equivalent combination of education and related experience of at least two years.

Desired

Associate of Arts degree in Human Resources, Business Administration or related field. Three or more years related experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title