



**CAMPUS PERSONNEL ASSISTANT**

**SALARY GRADE:** [C1-44](#)

**DEFINITION:**

Under the direction of an assigned administrator, perform a variety of clerical and personnel functions and activities that involve the processing of employee data and resolution of personnel discrepancies for the Foothill College or De Anza College. Serve as a resource and liaison between campus and District personnel on rules and regulations relating to personnel procedures. May oversee temporary employees and student assistants.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Perform a variety of clerical and personnel related functions supporting the accurate and timely payment of wages to part-time faculty and full-time faculty overloads; serve as a resource regarding campus and District policies and procedures and interpretation of collective bargaining agreement sections for part-time faculty.
2. Process pay documents including creating assignments for additional pay and office hours, administer budget account code changes, issuance of contracts and creating jobs for acknowledged instructional and non-instructional assignments, sick leave coordination, leaves of absences and late hires; prepare and calculate EDD benefit audits for unemployment and medical leave claims; process special check requests when applicable.
3. Review and process campus forms submitted by division and scheduling office for accuracy; calculate, verify and enter prior period adjustments and or facilitate repayment arrangements as needed; coordinate with scheduling office on contract processing schedule and District payroll on payroll schedule; co-administer part-time faculty advance for fall quarter.
4. Prepare and maintain personnel-related reports and records; submit information to appropriate staff and/or administrator for review and approval.
5. Retain pay documents in accordance with requirement in District board policy and procedures.
6. Work with divisions, scheduling office and Educational Technology Services (ETS) to issue contracts for faculty instructional and non-instructional assignments in the Faculty Load and Compensation module via the portal and troubleshoot contract gross pay questions as needed; monitor pending and acknowledged contracts to timely create job assignments for pay.
7. Accurately respond to requests and inquiries from employees regarding gross pay issues; provide information regarding forms and assist with proper completion of forms; interpret and explain policies and procedures.
8. Complete appropriate forms and provide State offices with documentation or information required to process employee unemployment claims of part-time faculty; process employment verifications for part-time faculty via phone and in writing.
9. Communicate with Campus personnel, District human resources, District payroll services and ETS staff to coordinate activities, resolve issues and conflicts, and exchange information; communicate with outside organizations including the County Office of Education as needed.
10. Meet with appropriate administrator for discussions related to data entry, data retrieval, and research projects; develop and implement appropriate procedures as assigned.

11. Attend and participate in a variety of meetings, workshops, orientations and in-service trainings as directed.
12. Assist in testing and implementing personnel system improvements.
13. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. College and District policies, procedures, and collective bargaining agreements.
2. State and federal laws, regulations, and educational codes.
3. Personnel and financial record keeping principles, practices and techniques.
4. Policies and procedures related to processing part-time faculty and full-time faculty overload assignments.
5. Basic math calculations.
6. Interpersonal skills using tact, patience and courtesy.
7. Operation of a computer and assigned software.
8. Modern office practices, procedures and equipment.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Ensure accurate and timely payment of wages to part-time faculty and full-time faculty overload.
3. Interpret, explain and apply rules, regulations and policies related to assigned employee group.
4. Establish and maintain cooperative and effective working relationships with others.
5. Meet schedules and timelines.
6. Plan and organize work.
7. Maintain records and prepare reports.
8. Maintain current knowledge of rules and regulations related to assigned activities.
9. Communicate effectively both orally and in writing.
10. Work confidentially with discretion.
11. Work independently with little direction.

##### **Education and Experience**

Any combination equivalent to:

1. Associate's degree in a related field.
2. Two (2) years of clerical, administrative, and record keeping and reporting experience.

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Office environment.
2. Constant interruptions.

##### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and/or on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Sight to view computer monitor and read various materials.
4. Regularly stand, walk, and sit for extended periods of time.
5. Lift moderate to heavy objects up to 20 lbs.