

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

**July 16, 2024
3:00 P.M.**

Humboldt County Office of Education, 901 Myrtle Ave., Eureka, Ca. 95501
The Magnolia Room

SPECIAL SESSION AGENDA

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 PUBLIC COMMENT (Five-minute limit)

3.0 ACTION ITEMS

3.1 New Job Description – Sheila Rocker-Heppe

3.1.1 Department Secretary – Teacher Residency Program

4.0 ADJOURNMENT

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 3.1.1

DATE OF MEETING: 07/16/24

JOB TITLE:

NEW *Modified* *Second reading*

Department Secretary – Teacher Residency Program

DEPARTMENT/PROGRAM

Teacher Residency Program (under Ed Services) and Learning Support Services

BACKGROUND INFORMATION

There is no existing generic job description for the role of department secretary. This particular role will be supporting programs in two different departments, so the job title is more general.

RANGE/SALARY

Range 6

DEPARTMENT SECRETARY – TEACHER RESIDENCY PROGRAM
Classification: Classified

Position Summary

Provides clerical support for both the Teacher Residency Program and Learning Support Services Department. Reports directly to, and is evaluated by, the Teacher Residency Program Development manager. Performs duties requiring diligent exercise of judgment and initiative. This is a classified 12-month position.

Distinguishing Characteristics

This position requires the ability to work as part of a team, supporting multiple positions throughout the department. The right candidate will have a positive attitude and the ability to stay calm and practice good judgment under pressure. They will also have an exceptional ability to handle complex clerical tasks with superior judgment, discretion and confidentiality.

Supervision Received and Exercised

This position is supervised by the Teacher Residency Program Development manager and serves under limited supervision, subject to organizational and program policies and procedures.

Examples of Duties and Responsibilities

- Greets and serves a variety of individuals on a daily basis, both professional educators and representatives of the general public;
- Prepares agendas and packets for meetings, takes minutes and transcribes, initiates follow-up correspondence when necessary;
- Performs more complex work requiring a high level of quality and accuracy, including the preparation of legal contracts, staff evaluations, payroll, invoices and program reports;
- Assists in budget preparation and the monitoring of expenditures for travel, supplies, mileage, purchase orders, etc.;
- Arranges travel reservations and keeps daily schedule of staff for assigned programs;
- Manages event planning including facility bookings, catering arrangements and/or beverage support, preparation of session materials and attendance tracking for assigned programs;
- Prepares reports, correspondence, surveys, vouchers, receipts, schedules, minutes, requisitions, notices and statistical data;
- Computes, checks, tabulates and balances statistical and financial data;
- Does filing and searching; stores and issues supplies;
- Answers inquiries or refers to the proper official;
- Handles reimbursements and vendor/speaker payments;
- Reviews and prepares purchase orders and requisitions;

- Prepares contracts, MOUs, and service agreements for assigned programs;
- Calendars/schedules events and meetings for assigned program(s);

QUALIFICATIONS

Knowledge of:

- Modern office terminology, procedures and equipment;
- Various computer software, including word processing, spreadsheets, database management and office graphics programs;
- Educational organization, policies and procedures;
- Office practices and procedures;
- Proper English usage, grammar, spelling, vocabulary and punctuation;
- Organization of files and records.

Ability to:

- Serve as mentor to other new employees within the organization on business procedures;
- Understand and comply with District, County, State and Federal procedures, policies and statutes;
- Maintain high degree of confidentiality;
- Accurately type 60 words per minute and enter data with accuracy;
- Communicate with tact and courtesy;
- Respond to routine inquiries;
- Follow oral and written directions;
- Operate modern office equipment, including computers;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Read and comprehend fine print such as contracts, spreadsheets and texts;
- Communicate effectively via telephone, computer, and in person.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills and abilities as qualifying.

Minimum Qualifications:

- Graduation from high school or comparable demonstration of basic competence

Preferred Experience

- Four (4) years of progressively responsible secretarial experience.
- Experience in an education setting is desired but not required.

Working Conditions

This position is a typical Monday – Friday position requiring little to no work outside regular hours.

Environmental Elements

Work is performed in a busy, sometimes noisy, office environment. Positions in this classification work indoors and sit for long periods of time. The position requires daily oral communication in person and on the telephone, frequent use of email and messaging communication systems.

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.

- Ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping and carrying and lifting of light- to medium-weight materials (under 30 pounds).
- Hand-eye-arm-finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Speaking and hearing ability sufficient to hear over the phone and carry on complex conversations.
- Visual acuity sufficient to read manuals, video display screens and other related material and work at a computer screen frequently and throughout the day.

OTHER REQUIREMENTS

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6 to 12 months of employment.
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

Range 6

PC Approved: