

TEMPORARY Human Resources Assistant State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262453>

Downloaded On: Sep. 12, 2025 3:31pm

Posted Sep. 12, 2025, set to expire Jan. 7, 2026

Job Title	TEMPORARY Human Resources Assistant
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Sep. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Human Resources Administration - Human Resources
Apply Online Here	https://apptrkr.com/6556889
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Job Description	

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TEMPORARY Human Resources Assistant

Salary: \$26.40 - \$32.47 Hourly

Location: SCCC District Office - Fresno, CA

Job Type: Temporary

Division: DO Human Resources

Job Number: 202500170 - T

Closing:

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General Purpose

Under general supervision, performs routine to difficult administrative support to the Personnel Commission or Human Resources departments requiring human resources-specific knowledge; provides information and assistance to District employees and the public regarding personnel matters/policies; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs primary department receptionist duties for telephone and walk-up inquiries regarding employment opportunities, benefits and procedural information; receives, sorts and distributes office mail; prepares office correspondence; serves as the primary clerical support for the Human Resources and Personnel Commission offices; obtains from applicants proper documentation and clearance related to screening for employment such as fingerprint form review and medical examination; verifies education.
- Performs a wide variety of clerical work, including typing, proofreading, filing, checking and recording information on records from rough drafts, notes or general instructions; orders, issues and maintains department supplies and equipment; files materials, prepares mailings and duplicates materials; retains and purges documents in accordance with record retention policies and regulations.
- Assists department staff in the employee recruitment and lateral transfer processes; distributes and posts job announcements on multiple platforms; updates the employment examination plans in the District's applicant tracking system; generates, prints and assembles competency, performance and oral examination materials.
- Assists in soliciting subject-matter experts for examination panels and performance examinations

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used in the testing/selection process; contacts internal District employees and external community members to solicit their service; maintains oral board and rater panel database for ongoing use.

- Assists with the preparation for and reporting of monthly Personnel Commission meetings; compiles agenda items; utilizes BoardDocs program to support conduct of the meeting; takes, edits and posts meeting minutes and meeting audio for public access; updates the Personnel Commission Meeting page on the District website; verifies Commissioner attendance at meetings and processes quarterly stipend payments.
- Receives employment application materials; screens, verifies and follows up on documents, correspondence, transcripts and other information to ensure application files are complete.
- Schedules and cancels appointments; sets up, maintains and posts department and staff calendars and room reservation calendars; schedules meetings and appointments following instructions and procedures; makes event arrangements including contacting vendors and participants; may attend and take notes at routine meetings and types and distributes meeting notes.
- Compiles, maintains, processes and verifies travel and conference expense reimbursement for department staff; completes transportation requests for travel; maintains monthly expense receipts and credit card statements; collects and maintains petty cash; assists in monitoring budget expenditures and maintaining financial records.
- Maintains a variety of standard office and specialized personnel records and recruitment files; creates and maintains spreadsheets and databases to track recruitments, projects and activities; extracts data and reports from multiple data sources and reconciles data entries and reports; compiles information/data from a variety of sources to assist staff in the preparation of classifications, salary and benefits studies/surveys; prepares and processes a variety of forms; prepares and submits facility requests to reserve locations for meetings, testing and special events.
- Using standard office software, composes and/or types memoranda, correspondence, reports,

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agreements, materials, presentations, spreadsheets, forms and other documents; coordinates mass mailings; prepares and sends email blasts.

- Answers questions from District staff and the public regarding personnel policies, procedures, programs and services.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Proctors examinations by checking candidate identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and instructions are being followed, collecting and accounting for test documents and materials used in the examination.
- Updates/maintains the department website and Districtwide phone list directory; tracks the maintenance of office equipment and submits reports to appropriate vendors.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms, including BoardDocs, HRIS, InDesign, SchoolDude and

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NEOGOV.

- Personnel Commission and Human Resources services, objectives, policies, procedures and practices.
- Basic practices of recruitment and selection.
- Customer service practices and telephone and email etiquette.
- Social media platforms and their use for District and Personnel Commission outreach/communication.
- Recordkeeping policies, practices and procedures involving human resources operations.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- College and District organization and locations.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting.
- Relevant sections of the California Education Code, Personnel Commission rules, the Brown Act, collective bargaining agreements and other applicable laws.
- Safety policies and safe work practices applicable to the assignment.

Skills and Abilities to:

- Understand and apply the California Education Code, merit system rules, Board policy, administrative regulations and collective bargaining agreements.
- Provide support and service in a wide range of recruitment, testing and employment activities.
- Support the Personnel Commission in preparation for and conduct of monthly meetings.
- Compose clear, concise and comprehensive correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.

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- Track and report statistical information utilizing spreadsheets and databases.
- Perform mathematical calculations.
- Maintain confidentiality of District and personnel files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Type accurately at a speed necessary to meet the requirements of the position.
- Represent the District, Human Resources and Personnel Commission effectively to District staff, faculty and the public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least one year of responsible clerical support experience, preferably in a human resources office; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability under the Districts vehicle insurance program.

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PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; accommodate stressful situations and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

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Only the most qualified applicants will be invited to interview for the assignment.

Work Hours: Monday - Friday: 8:00AM - 5:00PM

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5074156/temporary-human-resources-assistant>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

State Center Community College District

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