

**REGION 9 EDUCATION COOPERATIVE**  
**Human Resources Assistant**  
**Job Description**

**POSITION TITLE:** Human Resources Assistant  
**REPORT TO:** Human Resources Director  
**Work Day:** Minimum 7.5 hours daily  
**Contract Period:** July 1 - June 30, 145 days  
**Classification:** Exempt  
**Salary Schedule:** Operational Support

**ESSENTIAL FUNCTIONS**

1. Represents REC 9, its programs and member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis consistent with the Region 9 attendance policy is required. Attendance at mandatory Region 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the Region 9 employee policy manual, technology policy, and time clock tracking system are required.
11. Facilitates intra-agency communication and coordinates with all directors and

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coordinators to ensure the free flow of information that will enhance all programs of Region 9.

12. Travels from site to site as required for completion of job duties.
13. Supports and contributes to overall Region 9 mission, vision, values and goals as an appointed member of the agency leadership team.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Human Resources Duties**

1. Assist the HR Manager with all HR duties as requested to include: recruitment, retention, hiring, orientation, assignment, training, education, administration of benefits, and coordination of employee information with payroll.
2. Maintains HR files both paper and electronic according to established standards, ensuring file integrity. Conducts quality assurance on employee files to ensure accuracy and compliance. Ensures that personnel files are accurate, current, and compliant with regulatory requirements.
3. Informs job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
4. Implements performance standards while fostering positive attitude toward organizational objectives.
5. Coordinates employee health contact with employee and manager regarding workers compensation, personal illness/injury issues, and FMLA issues.
6. Maintains professional growth and development through seminars, workshops, current literature and professional affiliations to keep abreast of latest trends.
7. Responsible for planning, conducting, and evaluating in-service training programs on human resource related topics for staff and supervisors.

### **Competencies and skills**

**1. Communication skills:** HR assistants must be good listeners, and be able to communicate the needs and expectations of both the organization and the employees. Ability to effectively interact with employees to understand their needs and explain data. Ability to understand oral and written instructions. Exhibit writing ability used for accounting practices, communication, reports, budgets, and personnel records. Verbal communications to describe, explain, detail, and give instructions. Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records.

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**2. Interpersonal skills:** Someone in this position has constant interaction with employees and must be able to maintain a positive demeanor throughout even the most difficult situations.

**3. Computer skills:** HR assistants must be able to effectively work Google suites for Education, Microsoft Office, Use of Microsoft Windows, and use of mobile electronic devices.

### **QUALIFICATIONS**

Associates degree required, Bachelor's Degree preferred. Five years successful work experience in Human Resources. Must demonstrate strong written verbal, and interpersonal skills. Computer skills adequate for word processing, preparing and utilizing databases and the production of spreadsheets. Possess strong interpersonal skills. Have willingness to carry out assigned tasks and performance responsibility. Other qualifications determined necessary by the HR Director and Executive Director.

### **Working Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

### **Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for **Human Resources Assistant**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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