

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Human Resources Assistant

DEPARTMENT/LOCATION: District.

BASIC FUNCTIONS: Under the general supervision of the assigned administrator, provides confidential and administrative, technical, and customer-service support to the Office of Human Resources and Employee Relations (HRER); assists with recruitment, onboarding, compliance documentation, and general HRER operations in alignment with State and Federal laws and regulations including but not limited to: California Education Code, Title 5 regulations, collective bargaining agreements, and District policies and procedures. .

REPRESENTATIVE DUTIES:

1. Assists with the preparation of materials and documentation in support of labor relations and collective bargaining, including providing research, statistical data, and materials; serves as a resource to the Vice Chancellor, HRER or designee in collective bargaining.
2. Maintains accurate and confidential personnel files in compliance with Education Code, Title 5, and District retention requirements.
3. Supports onboarding processes including Live Scan coordination, I-9 verification, and new hire documentation.
4. Maintains confidentiality and handles sensitive information in accordance with relevant laws, rules, and regulations, and District policies and procedures.
5. Supports projects such as classification reviews, data audits, and process improvements.
6. Assist with compliance tasks, including mandated training tracking, credential verification, TB clearance, and employment eligibility.
7. Performs general administrative duties including scheduling, document preparation, scanning, and correspondence.
8. Assists with recruitment activities, including job postings, applicant tracking, screening logistics, and communication with candidates.
9. Provides front-line customer service to employees, applicants, and the public; responds to routine inquiries and directs complex matters to appropriate staff.
10. Processes personnel actions such as assignments, separations, salary placement documentation, and timesheets.
11. Enter and update information in various systems with accuracy and attention to detail.
12. Performs other related as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS: Completion of the twelfth (12th) grade and one (1) year of clerical, administrative, or HR-related experience; or an equivalent combination of education, training, and/or experience. College coursework in HR, business administration, or a related field and experience in a public agency/educational institution preferred. Knowledge of basic HR, office, and customer service principles and practices; proficiency in Microsoft Office and the ability to learn HR Information Systems (HRIS) and applicant tracking systems; and the ability to communicate professionally and effectively with diverse populations in a fast-paced environment and effectively organize work and maintain attention to detail is required.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Human Resources & Employee Relations.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.