



Administrative Specialist, Confidential

Class Code:
5010

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 15, 2018
Revision Date: Aug 8, 2019

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Definition:

Under direct supervision of the Human Resources or Finance & Facilities Division Director, performs a full range of operational administrative support functions for the HR or Finance Division. This classification provides a variety of technical and administrative support to the functional units within the assigned division.

Distinguishing Features:

This classification is an entry-level operational support classification, which performs a wide variety of office and technical administrative support functions. This classification is distinguished from other administrative, secretarial classifications because of the highly confidential and sensitive information incumbents of this classification would be privy to and encounter through the course of their work.

EXAMPLES OF DUTIES:

May include but is not limited to the following:

1. Manages all front desk duties, providing a high level of customer service.
2. Manages and triages all incoming calls; greets visitors, assesses needs, provides information and referrals as needed.
3. Performs general clerical duties, not limited to but including support to the Division Director and staff as needed.
4. Processes all incoming mail on a daily basis.
5. Develops and maintains a procedural guide for key office administrative activities.
6. Manages office supplies and places orders as needed.
7. Drafts general correspondence and memos; and tracks documentation required by the Court, such as annual updates to compliance documents.
8. Sets up and maintains files for Division Director and staff as requested.

9. Provides support in running ad hoc reports, compiling data and working on special projects as requested.
10. Organizes, coordinates, and schedules meetings and special events; prepares agendas and materials; takes, edits and distributes minutes.
11. Routinely work with sensitive and confidential materials.
12. Performs other related duties as assigned.

Support for Executive Office

Support for functional units can include, but is not limited to:

- Monitors for and prepares responses to public records requests.
- Manages records related to requests for accommodations under the American Disability Act, reviews and coordinates accommodation requests, and prepares summary reports.
- Hosts and helps organize court visits.
- Supports court outreach efforts; organizes events, and corresponds with schools and other community organizations.
- Supports research projects; gathers information from internet and other sources; collects and organizes survey responses.

Support for Finance and Facilities Division

Support for functional units can include, but is not limited to:

- Supports the administration and maintenance of the Division's intranet and web-page content, including, updating information, coordinating maintenance and troubleshooting with technology staff.
- Organizes and calendars meetings on behalf of the Division Director and divisional staff as requested.
- Manages, coordinates, and makes court-wide travel arrangements related to lodging and air transportation.
- Prepares travel reimbursements for Division Director.

Responsibilities specific to the Human Resources Division

Support for the functional units can include, but is not limited to:

Human Resources Administration

- Manages personnel file and recruitment file creation, organization, tracking and maintenance. Manages the archival process.
- Assists the Division Director with the development and tracking of the HR budget.
- Organizes and calendars meetings on behalf of the Division Director and HR staff as requested; oversees the general HR and conference room calendars.
- Acts as liaison with Facilities and IT for the HR Division.
- Supports the management and tracking of Court-wide compliance initiatives.

Recruitment / Compensation

- Reviews applications and assists with background checks; corresponds with candidates and hiring managers to ensure all required information is received in a timely manner; provides support to candidates during the application process.
- Administration of LiveScan applicant tracking, invoice reconciliation and data input, ensuring completeness and accuracy of information.
- Assists with organizing, scheduling and preparing for candidate interviews and exams; serves as proctor for written and situational exercises.
- Schedules and provides administrative support for new employee orientations.
- Runs recruitment reports as needed.
- Drafts confirmation memos for a variety of personnel actions as-needed; ensures that all data is accurately reflected in HRIS and the payroll system.
- Updates system with employee transfer information; updates appropriate tracking spreadsheet.
- Assists with salary surveys.

Employee / Labor Relations

- Serves as a note-taker during workplace investigation interviews.
- Drafts memos and correspondence as-needed.
- Tracks employee separations and informs HR, payroll and OIT of the actions.
- Tracks the Court's Telework process, including conducting intakes, tracking and filing agreements.
- Assists in data gathering and responding to information requests.
- Updates and posts contract and policy language in MOUs and Personnel Organization, Policies and Rules.

Training / Development

- Provides support in organizing training classes and workshops.
- Assists in the development and assembly of classroom material.
- Tracks required employee trainings, including CLETS.
- Assists with the administration of the Bilingual Program.
- Assists with tracking Probationary reviews.

Benefits / Leaves

- Assists with administration for the Injury and Illness Prevention Program.
- Provides administrative support for the Court's Ergonomic Program.
- Runs reports and compiles data as needed.
- Assists with annual Open Enrollment process.

MINIMUM QUALIFICATIONS:

Education:

Possession of an AA degree from an accredited college or university in human resources, business administration, public administration or related field. Bachelor's degree is preferred.

And

Experience:

The equivalent to one year of full-time experience in office/operational administration.

Education Substitution:

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2000 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of office administration processes and procedures; correct use of English usage, grammar and spelling; basic computer software applications including Microsoft Office suite.

Ability to provide exceptional customer service; handle confidential information with a high level of discretion; demonstrate strong written and verbal communications skills; work seamlessly with each of the different HR functional areas, provide accurate and timely work product on a consistent basis; demonstrate competence in working a culturally diverse work environment; work effectively in a fast-paced, team environment with changing priorities while maintaining composure; demonstrate critical thinking skills; demonstrate proficiency in computer software applications, including Microsoft Office suite.

CLASSIFICATION HISTORY:

Established: 2/16/2018

Revised: 08/08/2019