



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**EXECUTIVE ADMINISTRATIVE ASSISTANT – HUMAN RESOURCES - CONFIDENTIAL**

**DEPARTMENT/SITE:** District Department

**SALARY SCHEDULE:** Classified Confidential

**SALARY RANGE:** 7

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Assistant Superintendent of  
Human Resources

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Assistant Superintendent of Human Resources, the Executive Administrative Assistant Human Resources - Confidential provides executive level administrative support of the educational process with specific responsibilities for providing a wide variety of complex, professional administrative and analytical work, and assists in the coordination and management of ongoing district-wide initiatives. Confidential support is related to the activities associated with the Labor Relations process as defined by Government Code Section 3540.1. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of assigned administrator, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the executive confidential level of the Administrative Assistant Series. The Executive Administrative Assistant-Confidential provides executive-level support to the Assistant Superintendent of Human Resources. Incumbents work independently and apply specialized and technical knowledge of various facets of the District to work in situations that are extensive and unique. Incumbents exercise considerable independence of action in routing administrative matters, preparing reports and correspondences, handling complaints from parents and the community and other matters of similar complexities. The Executive Administrative Assistant-Confidential attends District negotiations meetings to provide administrative assistance with the Labor Relations Process.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Attends meetings and provides administrative support to a variety of committees and other department meetings; participates in preparation of agenda items; keep minutes and records of assigned committees in accordance with the Brown Act or other policies; tracks status of action items and validates that required deadlines are met; maintains committee records and disseminates all formal actions including minutes.
- Attends the monthly Personnel Commission meeting if needed in the absence of the Assistant Superintendent of Human Resources.
- Coordinates interviews in person or via Zoom, prepares electronic files/folders for panel members, and contacts candidates to fill executive cabinet-level vacancies.
- Creates and maintains spreadsheets and databases; reviews, submits, and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget reports and spending forecasts for review; tracks multiple funding sources.
- Drafts and executes consultant agreements, employee contracts, employee discipline and release



agreements, employee probationary release letters, paid administrative leave letters, and other documents of a sensitive and confidential matter.

- Gathers background materials and documents needed to draft recommendations and reports for committees and the Board of Trustees; researches best practices, prior actions, student data, and salary comparison financial information for executive reviews.
- Greets and meets with staff and visitors for the purpose of responding to constituent services inquiries, such as reviewing staff personnel files, background checks, and other time sensitive information.
- Maintains a variety of calendars; provides information and handles issues that may require sensitivity and use of tact and independent judgment. Prioritizes requests by departments within the District and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to the appropriate staff and/or takes or recommends actions to resolve issues.
- Organizes and coordinates a variety of formal and informal District-wide meetings and events, including the classified conferences, Service with Pride, and other District fundraisers.
- Organizes, maintains and updates confidential, specialized, and technical files; creates and maintains electronic and physical filing systems; maintains, develops and updates Standard Operating Procedures (SOP) and certificated job descriptions.
- Participates in updating and maintaining the department's website and telephone directory.
- Performs basic to intermediate image editing, typesetting, and layout for materials to be printed for respective department, such as event programs, meeting agendas, letterhead, newsletters, promotional items, and signage.
- Plans and organizes the New Teacher Orientation (e.g., fundraises, purchases prizes, orders meals, prepares agendas, invites key stakeholders, manages expenditure budget).
- Prepares Board agenda items, agreements, and contracts.
- Provides clerical, administrative and executive level support to the Assistant Superintendent of Human Resources; composes and prepares correspondence, departmental reports and other documents that are sensitive and confidential nature; drafts reports; proofreads and checks other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents are accurate and complete.
- Provides lead work guidance and direction from legal counsel to other staff; assigns, schedules, and monitors work for completeness, accuracy, and conformance with District departments and legal/regulatory requirements and standards; provides information, instructions on office procedures and technical, legal, and regulatory requirements.
- Provides support to the Teacher Support Mentor Program (TSM); coordinates conferences and evaluation meetings with Assistant Superintendent of Human Resources; provides clerical assistance.
- Receives subpoena requests in person on behalf of the District; works with legal counsel in preparing subpoena responses; provides requested information for legal counsel and District Attorney.
- Researches and compiles statistical data and prepares information for special projects including confidential personnel matters and information for collective bargaining.
- Schedules and attends negotiation meetings and discipline/investigation meeting with bargaining teams (MUTA, CSEA, Adult Ed., CMBA); may translate/interpret language exchange for employee meetings and questions.
- Screens and/or independently responds to visitors, phone calls, correspondences, and email inquiries regarding a variety of department matters. Acts as liaison in coordinating calendars and matters between the assigned departments and other departments, bargaining teams, staff, students, community members, and external entities.
- Works closely with District legal counsel on pending/new employee discipline/hearing matters; researches and provides confidential documents to legal counsel; provides request documents.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Accounting/bookkeeping principles
- Brown Act meeting regulations, the Public Records Act, and other applicable laws
- Modern office practices, procedures, and equipment
- Current policies, laws, and procedures
- Use of job-related software applications, including virtual meeting platforms
- Preparing and maintaining accurate records
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation, and vocabulary
- Expertise in Microsoft Office, Adobe Acrobat, Google Suite tools, and other applicable software applications including virtual meeting platforms
- General goals of public education
- Familiarity with Court Case Information System
- Familiarity with Collective Bargaining Agreements

### **Skills and Abilities to:**

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment including utilizing pertinent software applications
- Display strong communications skills
- Display strong organizational skills and writing skills
- Establish and maintain positive working relationships with staff, community, and employee organizations
- Display exemplary planning, prioritization, and time management skills
- Perform well under pressure for completing time-sensitive priorities
- Demonstrate resourcefulness, ability to solve problems and work independently with a high degree of professionalism, including discretion and attention to confidentiality
- Accurately take and transcribe notes and/ or meeting minutes/recollections
- Plan, organize and prioritize work in order to meet calendars and timelines
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Communicate with diverse groups; maintaining confidentiality; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write, and communicate clearly in both English and second language (usually Spanish) may be required
- Independently perform all of the duties of the position and strategically make sound judgements
- Learn, interpret, explain, and apply knowledge of District and department organization, operations, programs, and functions
- Plan and manage complex and responsible projects

### **RESPONSIBILITY:**

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.



**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Six (6) years of increasingly responsible secretarial experience as an Administrative Assistant V or VI, with three (3) years of minimum experience as an Administrative Assistant VI in the Madera Unified School District; OR an equivalency of work experience performed from another educational institution or agency in the capacity of Executive Assistant in the Administrative Assistant series within the Madera Unified School District.

**Work Experience Equivalency:**

A degree in higher education and/or college-level course work from an accredited college or university in one of the following fields: Business Administration, Management Science or Organizational Science or a related field may be substituted for some years of experience.

Bilingual (Spanish-speaker) preferred.

**LICENSE(S) REQUIRED:**

Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling, or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen