



## Job Description

<b>Position:</b>	Executive Assistant
<b>Department:</b>	Administration
<b>Accountability:</b>	Executive Director
<b>Job Status:</b>	Full Time
<b>Classification:</b>	Exempt
<b>Salary:</b>	\$60,000 - \$68,000 annually (BOE)

### GENERAL DESCRIPTION:

The Executive Assistant works closely with a DCS-contracted human resources and payroll management company to oversee and support DCS' human resources activities, processes, and programs, including coordinating employee relations and support matters. In addition, undertakes administrative assistant functions as assigned by the Executive Director and/or the Executive Team.

### ESSENTIAL JOB FUNCTIONS:

- Provides administrative assistance, management, planning, and support, including recruiting, compensation, benefits, and training and development.
- Assists in maintenance and development of policies and procedures, including standard practices, within the employee handbook.
- Ensures compliance with employment laws and other legal requirements such as OSHA, FLSA, FMLA/CFRA, COBRA, and others with support from HR management company.
- Manages information relevant to wage and salary planning, such as pay matrixes, employee surveys, and market pay assessments.
- Acts as custodian of records and maintains records of employee personnel files.

### STAFFING

- Support staffing processes and procedures throughout the employee lifecycle, including recruitment, integration, development/management, succession, and separation.
- Provides support to Executive Team for staffing onboarding and offboarding using Human Resources Information Systems (HRIS).
- Administers plans and strategies to recruit and retain qualified staff.
- Works closely with Leadership Team and Directors/Managers in coordinating professional development and training opportunities for staff.
- Provides support to Leadership Team in guiding managers with processing grievances and interpretation of personnel records; oversees the preparation of various personnel reports.

### PAYROLL

- Provide back up for staff timesheets for payroll.
- Assist Accounting Manager with preparation, processes, and distribution of payroll and all payroll-related documentation.
- Assures timely completion and distribution of semi-monthly payroll; function as a liaison to contracted payroll services as needed or appropriate.
- Assists and reviews the filing of payroll taxes for audit purposes with Accounting Manager.
- Coordinates implementation and maintenance of Human Resource Information Systems (HRIS).

### **BENEFITS**

- Assists with administration of health benefit plans, pension plans and other programs.
- Coordinates benefits enrollment for staff, including serving as a liaison between employees and benefits providers.

### **ADMINISTRATIVE**

- Assists with administration of DCS liability insurances: Director & Officer Liability, General/Umbrella Liability and Worker's compensations.
- Files and maintains appropriate documents in a timely manner.
- Coordinates Special Projects as assigned.
- Coordinate staff trainings and professional development.
- Assists with contract agreements for DCS staff development trainings and ASL classes.

### **MISCELLANEOUS**

- Represents the agency in dealing with federal, state, and local agencies. Prepare reports and statistics as required or requested.

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Coordinates and attends monthly staff meetings.
- Participates in the Safety Committee.
- Fulfills other duties as assigned by the Executive Director and/or Deputy Director.

### **QUALIFICATIONS:**

**Education:** Bachelor's degree in Business Administration, Human Resources, or demonstrated knowledge or experience in related field.

**Experience:** Two years' experience in Human Resources or business management or related field; proven knowledge of federal, state, and local laws and regulations pertaining to Human Resources. Two years' experience as Executive Assistant. Familiarity with American Deaf Culture and knowledge about Deaf and Hard of Hearing people preferred. Fluency in American Sign Language (ASL) required. Ability to maintain high level of confidentiality required. Technical skills in use of computers and Microsoft software programs.

**Skills:** Ability to perform general administrative and office tasks requiring independent judgment with speed and accuracy. Learn, interpret, and apply organizational policies, laws, rules, and regulations. Ability to take initiative and work independently, multitasking and thrive under pressure with competing deadlines. Must be initiative-taking and communicative. Strong effective organizational skills with ability to prioritize workload and meet deadlines. Excellent writing and verbal communication skills. Technical skills in use of computers and Microsoft software programs. Ability to work well in a team-oriented, diverse environment is required.

### **CORE COMPETENCIES:**

• **Professionalism**—Approaches others in tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

• **Communication**--Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services; Continually works to improve supervisory skills.

- **Strategic Thinking**--Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

- **Equity**--Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds and supports an equitable workforce.

- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Employment with DCS is an "At-Will" relationship. DCS is an Equal Opportunity Employer.

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Name

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Date

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Supervisor

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Date