



HCSD Invites applications for the position of:
**Administrative Assistant/Board Secretary or
Administrative Services Manager I**

FINAL FILING DATE: March 15, 2024

Both the Administrative Assistant (AA) and Administrative Services Manager I (ASMI) classifications are full-time, at-will, non-exempt hourly positions with a five-step salary range of:

AA = \$26.31/hour (\$4,560.40 average/month) to \$31.98/ hour (\$5,543.19 average/month)
ASMI = \$31.98/hour (\$5,543.20 average/month) to \$38.87/hour (\$6,737.79 average/month)

For the first time since 2006, HCSD is in search of a new individual to join its administrative classification. The ideal candidate will possess a wide skill-set, the ability to operate all essential office equipment, be comfortable working in an open office atmosphere, able to retain and protect confidential information, and be open to new challenges and changes as the District continually strives to increase efficiency and streamline processes. The successful candidate will possess strong communication and interpersonal skills, be able to work both self-sufficiently, and in a team environment.

OVERVIEW OF THE POSITION

The Administrative series at HCSD includes the Administrative Assistant and Administrative Services Manager I and II classifications. Currently, HCSD maintains one position in the Administrative series at a time. The role of this position is to provide a variety of routine, complex, confidential, and technical work in support of the General Manager, the Board of Directors, and other departments as needed. Consideration of selecting an Administrative Assistant or Administrative Services Manager I is to provide an opportunity of advancement for a strong pro-active individual with the expectation of advancement. Please review the corresponding job descriptions for additional information/details.

BENEFITS

Retirement— CalPERS Full Formula Plus Social Security. Qualifying Classic Members contract is 2% at 55 and employee pays their contribution of 7%. New Members known as PEPRA (or previous Classic Members with a break in service of 6 calendar months or greater) contract is 2% at 62, and the current 7.75% employee contribution is paid by the employee. For PEPRA employees, the contribution may change with each fiscal year to be at least 50% of the normal cost rate as determined by CalPERS.

Health Insurance—District paid coverage for employee consists of medical (Anthem/Blue Cross HMO default), Delta Dental PPO, and VSP vision. Dependent coverage is available through a payroll deduction of \$20 per month premium co-pay.

Life and Disability Insurance - The District pays the premium for a life insurance policy worth one-time the annual earnings for all employees. Also provided are Short and Long-Term Disability programs that pay 60% of the employee's monthly earnings after an initial 14-day waiting period.

Vacation – Vacation accrues at 11.5 days per year upon employment and increases with time in service. The maximum accrual is 42 days (336 hours)

Sick Leave— Sick Leave accrues at 8 hours per month with no accrual limit.

Holidays – The District provides 12 paid holidays per year.

Other—Deferred compensation plan (CalPERS 457) and AFLAC available at employee expense

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Note: Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control the benefit programs

THE SELECTION PROCESS

To be considered for this position, candidates must submit a fully completed and signed HCSD Application, Response to Supplemental Questionnaire, and a Resume with three work-related references. Only candidates with the most relevant qualifications will be invited to participate in the selection process.

After the final filing date of March 15, 2024, a screening committee will evaluate the qualifications of each candidate for this position. Applicants meeting the minimum qualifications are not necessarily guaranteed advancement to the examination process. The decision of the screening committee is final. Applicants invited to participate will receive written notification of the results of the screening process. An eligibility list will be developed from the results of the examination process. The examination process could include an oral interview, written test or skill testing, or any combination thereof. The District reserves the right to extend the final filing date as necessary.

Application materials are available at our website:
<http://humboldtcsd.org/employment-human-resources> or from:

Humboldt Community Services District
5055 Walnut Drive, Eureka, CA 95503
(707) 443-4558 Fax (707) 443-1490
Email: asm@humboldtcsd.org

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EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The District is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion or other conditions of employment. In accordance with the Americans with Disabilities Act reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Personnel Department (707-443-4558) prior to the testing/interview date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

- In accordance with the Immigration Reform Act of 1986, the District must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States.
- All potential District employees must complete a required pre-employment physical examination, drug screening, and have a satisfactory driving record.

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