

# OLYMPIA SCHOOL DISTRICT NO. 111

**Job Category: Classified**

**Posting Dates: April 16-18, 2024**

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Personnel Office at (360)596-6185 prior to the deadline date.

| <b>Position</b>  | <b>Hours/FTE</b>          | <b>Location</b> |
|--|---------------------------|-----------------|
| <b>Human Resources Assistant</b>   | <b>8.0 hpd/Continuing</b> | <b>Knox</b>     |
| <i>This position works Monday – Friday, 260 days per year.</i>   |                           |                 |
| <i>Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as administered by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) SERS plan (classified employees) or TERS plan (certificated employees), as well as the DRS Deferred Compensation Program. Employees will receive vacation leave, paid holidays and additional compensation beyond their base salary as outlined in their Collective Bargaining Agreement (CBA).</i> |                           |                 |
| <i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>  |                           |                 |
| Salary: OTPAA Level 2 - \$26.83 – \$34.25 per hour   |                           |                 |

**Position Goal:**

The Human Resources Assistant reports to the Human Resources Director and serves the Human Resources Office and the Olympia School District as the point of contact for prospective, current and former employees. The Human Resources Assistant works closely with the Human Resources Department and provides general clerical support, communicates information and responds to requests, provides timely and accurate distribution of materials.

**Essential Job Functions:**

- Receive visiting employees and general public; offer guidance/direction as needed
- Answer telephones for purpose of responding to employee inquiries regarding benefits, contracts, pay, etc.
- Screen or transfer phone calls or take messages
- Respond to calls concerning employment in the OSD
- Responds to inquiries of employees, public and school district community to provide information and/or direction
- Conduct hiring functions for the District
- Post job openings on school district website, distribute to schools and various departments
- Work closely with EdJobsNW to post open positions out of District
- Assist Human Resources Director with recruitment and hiring processes
- Assist departments and schools with hiring processes
- Prepare materials for interviews
- Maintain job descriptions

- Process mailings for Human Resources
- Reconcile Procurement Cards and process Purchase Orders
- Order supplies for office and co-workers
- Evaluate situations for the purpose of taking appropriate actions and/or directing to appropriate Human Resources staff for resolution
- Maintain Human Resources website
- Conducts hiring process for new substitutes, student workers and temporary employees
- Create new employee ID badges
- Complete basic office tasks such as scanning records, copying, sorting, filing
- Schedule meetings for HR department staff
- Process name, phone and address changes for current employees
- Scan and archive termination files, job posting files and other various documentation
- Complete verification of employment for terminated employees, copy and send files to requesting Districts
- Tracks receipt of documentation received by Human Resources, ie. Evaluations, etc.

**Other Job Functions:**

- Maintain various records
- Prepare documents, correspondence, agendas, minutes, bulletins, reports, etc
- Assist co-workers as required in the completion of their work duties
- Organize and prioritize work
- Establish and maintain positive and effective working relationships with OSD employees, visitors, Board and community members
- Other related tasks as necessary and appropriate

**Qualifications:**

- Three years Human Resources experience preferred
- High school diploma or equivalent
- Must be able to communicate in English
- Must be able to operate standard office equipment and computer systems
- Must be able to follow directions as well as work independently
- Must be able to manage multiple competing priorities and maintain exemplary customer service skills

**Application Procedure for Out-of-District Candidates**

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

*If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!*

Olympia School District 111 Bethel St NE, Olympia, WA 98506  
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

**Equal Employment Opportunity:**

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, [jwhitehead@osd.wednet.edu](mailto:jwhitehead@osd.wednet.edu); Executive

Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [klurcotte@osd.wednet.edu](mailto:klurcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.