



Camarillo Health Care District helps individuals manage ongoing health challenges, live better with chronic illness, and improve overall quality of life. Serving the area since 1969, Camarillo Health Care District is recognized as an innovative, award-winning model district throughout the State of California and the nation.

Administrative Assistant, HR

Under the general supervision of the Chief Administrative Officer, the Administrative Assistant, HR performs a variety of technical and administrative duties to support human resources and payroll. This position requires coordination skills, time and duty organization and efficiency, and self-motivation to keep projects on track.

Example of Job Duties

Develops and maintains and updates personnel files and records into appropriate HR systems. Maintain confidential records and information.

Processes a variety of personnel actions in status changes such as, new hires, transfers, pay adjustments, leaves of absences, and terminations.

Responsible for bi-weekly payroll preparation and processing including overseeing time clock edits.

Perform mathematical calculations accurately.

Provides technical and administrative support to the administration of District benefit programs such as retirement, medical, dental, vision, life insurance, open enrollment.

Assists in hiring process, including pre-employment, onboarding, initiating background checks, arranging pre-employment physicals, entering new employee data in required systems.

Oversee ongoing and/or necessary special projects, in compliance with any/all applicable laws, regulations, rules and policies.

Interface with vendors and contractors, as appropriate and requested.

Assists in the set up and planning for District Board meetings and special events.

Assist in maintaining appropriate supplies for the administration department.

Prepare and submit monthly reports, work project summaries, statistical reports and other written work as requested, required and/or assigned. Provides support for budget preparation.

Develop and maintain manuals, forms, and handbooks for efficient and effective operation

Develop and maintain accurate files for the appropriate facilitation of this department.

To Apply

<https://www.camhealth.com/join-our-team>

Camarillo Health Care District
Human Resources Department
3639 E. Las Posas Rd, Ste 117
Camarillo, CA 93010
805-388-1952 ext. 125

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The eligible list established from this recruitment may be used to fill current and future positions.

Work in cooperation with other staff, maintaining the culture of the District and positive, effective communications with all.

Interface with all departments to keep abreast of activities, needs, and issues. Interface with clients in a caring and professional manner.

Participate in appropriate external training.

Maintain skills to appropriately operate standard office equipment.

Perform other duties as assigned.

The Ideal Candidate

Must be collaborative and have a strong work ethic and ability to prioritize multiple tasks. Must communicate clearly, tactfully, and effectively both verbally and in writing; exercise independent judgement and critical thinking; motivate; establish rapport and effective working relationships with coworkers, management and the public at large; be organized; maintain confidentiality

Proficient in Microsoft office suite programs (WORD and EXCEL), data entry, typing at 30 WPM, and general office equipment usage and etiquette.

Excellent written and verbal communication and telephone skills required. Excellent teamwork and attitude necessary to create positive experience for clients and community partners.

Minimum Qualifications

- **Education:** High School Diploma or equivalent, Associates in Business Administration or related field.
- **Experience:** Minimum 2 years of human resources/payroll or administrative support experience. Critical thinking skills. Computer knowledge in Microsoft Suite.
- **Physical Conditions:** Essential and marginal functions require maintaining physical condition necessary for standing at least three (3) hours per day; sitting at least three (3) hours per day; lifting/carrying up to twenty-five (25) pounds; pushing/pulling up to twenty-five (25) pounds.
- **Mental Conditions:** Essential and marginal functions require the ability to work under pressure; ability to communicate tactfully and effectively verbally and in writing; ability to work independently; sensitivity to persons with special needs; ability to adjust and be flexible to changing working conditions and job structure which may alter the direction of daily schedule; and must be extremely organized.
- **Other Requirements:** Criminal records clearance. Must have own transportation for use on the job, valid California Driver's License, Auto Insurance, and acceptable DMV record

Compensation & Benefits

Pay range: \$18.34 to \$29.31 per hour DOE. 40 hours per week.

Work schedule Monday through Friday; 8:00 am-5:00 pm

Attractive benefits package

- California Public Employees' Retirement System (CalPERS);
- CalPERS 457 Deferred Compensation plan
- Medical insurance plans offered through the CalPERS Health Program.
- Annual Sick and Vacation Accruals: Leave accrual rates vary bi-weekly, based on years of service and weekly hours worked
- Holidays: The District observes 11 holidays per year.
- Life insurance