



## Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

*Excellence in Early Childhood Education and Human Services*

3360 Flair Drive, Suite 100 • El Monte, CA 91731 • Tel: (626) 572-5107 • Fax: (626) 572-7663



**POST**

## Employment Opportunity

**Posted Date: April 26, 2017**

**Deadline Date: May 10, 2017**

**Position Title:** Human Resources Assistant  
**Reports To:** Human Resources Officer  
**Department:** Human Resources  
**Employment Status:** Non-Exempt  
**Compensation Range:** Grade 24 - \$16.52 – 17.79 Starting HOURLY - PLUS BENEFITS

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION- MAIN OFFICE

### I. PROGRAM SUMMARY:

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development.

The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

### II. EXAMPLES OF ESSENTIAL FUNCTIONS:

Prepares interview materials, arranges for panel members and provides written materials for oral interviews; sets up final interviews and communicates with candidates'; releases confidential information plans, develops and implements a wide variety of personnel clerical, record keeping, and computer input duties including applicant lists, maintaining eligibility lists, recruitment announcements, new employee processing documents, and credentials; processes employee Personal Action Forms; processes new employees, ensuring that all documents are submitted correctly and signed appropriately; receives and processes applications for employment, prepares and inputs data for submission to payroll; performs a variety of clerical work such as typing, posting, answering phones, maintaining files, supervising bulk mailing. Provides information to site staff to ensure compliance with department procedures, maintains a variety of confidential and sensitive records such as seniority and longevity lists and salary data; maintains employees files. Works in partnership with Payroll/Accounting.

### III. QUALIFICATIONS, EXPERIENCE & SKILLS

**Education:** High School Graduate; Associate or Bachelor's Degree preferred.

**Experience:** Two or more years of increasingly responsible clerical work involving the maintenance of detailed records and demonstrating responsibility for solving work-related problems effectively.

**Skills:** Strong computer skills, ability to perform accurate, detail work.

IV. **SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

- Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.
- Medical Examination: Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray.  
\* Proof of required immunizations; influenza, pertussis, and measles
- Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work. \*
- Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

\*Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.

V. **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr, Ste 100, El Monte, CA 91731 or may download the application at our website – [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Letters of Recommendation
6. And any other pertinent documentation as deemed necessary