



ALRB
AGRICULTURAL LABOR
RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title	Division
Student Assistant	Administration and Technology Services
Working Title	Branch/Office/Unit/Section
Human Resources Assistant	Human Resources Office
Position Number	Name and Effective Date
013-320-4870-902	

General Statement: Under the close supervision of the Supervisor II of the Human Resources Office (Office) in the Administration and Technology Services Division (Division) within the Agricultural Labor Relations Board (ALRB), the Student Assistant will perform analytical and technical duties in support of human resources (HR) operations including file organization and auditing, and the development of policies, procedures and forms. The incumbent will learn to accurately perform administrative and personnel functions of varying complexity and sensitivity in compliance with applicable bargaining unit contract/Memorandum of Understanding language, ALRB policies and procedures, and laws and rules of the California Department of Human Resources, State Personnel Board and State Controller's Office while meeting management and employee expectations. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

40% (E) File Organization and Audit

Review physical and electronic HR files for compliance with applicable State of California (State) and federal laws, regulations, records-retention requirements, and ALRB policies. Categorize and organize records using established criteria, approved naming conventions, and standardized file structures. Examine files for completeness, accuracy, consistency, and required documentation, and document identified discrepancies or compliance concerns. Identify duplicate, outdated, incomplete, improperly maintained, or potentially noncompliant materials and consult with the Supervisor II to determine appropriate actions or next steps. Assist with documenting audit findings and completing corrective, record-retention, archiving, or authorized disposition activities in accordance with applicable requirements.

40% (E) Policy, Procedure and Form Development

Research, gather, analyze, and organize information on various HR topics to support policy, procedure, and form development. Draft and revise policies, procedures, and forms based on research, operational needs, and guidance from the Supervisor II and Office staff. Track documents throughout the development and review process and follow up as needed to support completion by established deadlines. Format and proofread documents to ensure they are clear, accurate, consistent, and compliant with ALRB and Americans with Disabilities Act standards. Organize, file, and maintain approved policies, procedures, processes, forms, and related records in designated locations.

Student Assistant (013-320-4870-902)
Administration and Technology Services Division
Page 2 of 4

15% (E) Office Support

Research, evaluate and address common inquiries sent to the Office inbox. Collaborate with the Supervisor II in resolving the more complex, time-sensitive inquiries. Ensure all responses are clear, professional, and well-supported by applicable ALRB, State of California (State) and federal laws, rules, regulations, policies, and/or guidance. Draft routine HR notifications and reminders to ALRB employees.

Assist with various HR functions, projects, and assignments as needed to support workload demands and operational needs. Participate in scheduled meetings and take and transcribe meeting minutes as requested. Serves as the HR administrative liaison for the Division by coordinating and processing personnel-related documents and communications.

5% (E) Professional Development

Participate in professional development trainings, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Headquarters Office, Sacramento, CA 95814

C. Supervision Received

The incumbent will receive assignments and directions from the Supervisor II; however, assignments and directions may come from the CEA, B.

D. Supervision Exercised

None.

E. Administrative Responsibility

None.

F. Personal Contacts

The incumbent will have frequent contact with various levels of ALRB staff. The incumbent will have frequent to occasional contact with other State departments, contracted insurance providers, and the public.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in incorrect or incomplete information being disseminated. Failure to properly adhere to requirements or process may result in fines to the ALRB, delays or loss of employee pay and/or benefits, damage the Office's reputation, or sanctions by control agencies that affect ALRB, including loss of delegated authority.

H. Functional Requirements

The incumbent is expected to work an average of 24 hours per week, not to exceed 1,500 hours over 12 months; however, may be required to work additional hours on specific days/hours based on the business needs of the Office. Regular attendance and punctuality are an essential part of this job.

The incumbent is expected to work indoors. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Incumbents in this classification will progress through ranges A, B, C and D based upon the requirements of the alternate range criteria relating to the classification specifications. As the incumbent progresses beyond Range A, the incumbent will be expected to perform the level of responsibilities associated with the assigned range, in addition to the level of responsibilities in the lower range(s).

Student Assistant (013-320-4870-902)
Administration and Technology Services Division
Page 4 of 4

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

New 08/2026