

# Anoka Hennepin Independent School District #11

## Position Standard

### **Confidential Employee**

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Confidential Employees work in the Employee Services Department, Labor and Relations Department and Benefits Department in the areas of pre-employment/employee services, employment contracts, and employee benefits.

#### **Essential Functions;**

- *Specific position duties will be listed on Official Posting for each confidential employee opportunity, as positions are posted.*

**Class 2**                      Rate of Pay:    \$1,208 / biweekly

**Class 3**                      Rate of Pay:    \$1,267 / biweekly

**Class 4**                      Rate of Pay:    \$1,371 / biweekly

#### **Minimum Qualifications;**

- High School Diploma or equivalent.
- Maintain the highest level of confidentiality when handling employee information.
- Strong attention to detail and organization.
- Ability to handle multiple tasks and projects in a professional and timely manner.
- Excellent oral and written communication skills.
- Ability to interact with all levels of personnel.
- Ability / desire to work cooperatively with department and district staff.
- Treat all with dignity and respect.
- Ability to effectively present information in a clear manner.
- Proficient with Microsoft Office Software.
- Ability to work under limited supervision following standardized practices and/or methods.
- Knowledge of the impact work has on the District.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

#### **Physical Factors include:**

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.