

## **HUMAN RESOURCES AIDE**

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### **DEFINITION**

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Under general direction, assists with the supervision of the personnel office by providing technical assistance and oversight responsibility for ongoing activities and performs administrative and technical duties in support of the City's personnel programs; and performs related duties as required.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties (show in italics) are those which are non-essential job functions for this class.*

1. Plans and coordinates recruitment and examinations; prepares job announcements and advertisements; reviews applications for minimum qualifications; administers and scores tests; analyzes test results; and notifies candidates.
2. Maintain eligible lists of candidates; provides names of such candidates to departmental representatives upon receipt of appropriately approved requests; purges names of candidates from list in accordance with established procedures; explains employment benefits in general as well as specifics concerning the terms or conditions of employment to employees and department's representatives; and conducts new employee orientations.
3. Conducts salary surveys; compiles salary and benefit information for use in the collective bargaining process, budget preparation and cost analysis; and participates in the development, implementation, compliance review and modification of personnel policies.
4. Initiates personnel transactions; maintains individual personnel files and the personnel system.
5. Oversees the processing of workers' compensation claims process, medical evaluation requirements, and other activities performed as part of the personnel operations.
6. Provides public information; assists, as assigned, with City Clerk operations; prepares agenda items relating personnel matters and reports/documents used in the employer employee meet and confer process; and maintains records and documentation, tabulates information and prepares statistical reports for inclusion in narrative and/or statistical reports.
7. Represents and supports the policies and procedures established by the City Council and City Manager.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Four years of technical or administrative experience including some directly related personnel activities or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Principles and practices of supervision; the principles and practices of public personnel administration; records management; data collection and report writing; general office procedures; filing system design and maintenance techniques; statistical methods and mathematical calculations; record keeping methods and filing systems; and correct English usage, including spelling, grammar and punctuation.

### **Ability to:**

Understand, explain and apply rules, regulations, ordinances, policies and procedures, collect and tabulate statistical data; summarize narrative information; communicate verbally and in writing; establish and maintain effective working relationships with superiors, peers, subordinates, and the general public; use correct English grammar, punctuation and spelling; work independently; ability to proofread and edit documents for inconsistencies; establish and maintain filing systems; understand and follow verbal and written instructions; and maintain confidentiality.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License may be required.

### **Physical Demands**

Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighting up to 25 lbs. such as files, stacks of paper, reference and other materials. Moving from place to place within an office; and some reaching for items above and below desk level.

## **WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Periodic contact with angry and upset individuals.

Date Adopted: August 6, 1996