

HUMAN RESOURCES ASSISTANT

DEFINITION

Under general supervision, provides clerical and administrative support to the City's personnel program; and performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Prepares job announcements and advertisements for positions under recruitment; accepts and screens applications; explains examinations and/or hiring procedures to applicants; coordinates, schedules, or arranges for screening committees or oral examination boards; may notify applicant of exam or interview appointments; and may administer and/or score tests.
2. Maintains eligible lists of candidates; provides names of such candidates to departmental representatives upon receipt of appropriately approved requests; purges names of candidates from lists in accordance with established procedures; explains employment benefits; may explain general terms or conditions of employment; conducts new employee orientation; and arranges for applicant/employee medical evaluations.
3. Initiates periodic personnel transactions; maintains individual personnel files and the official personnel system.
4. Processes worker's compensation claims; types employer's report of injury; establishes and maintains the case files; follows up on progress of claims and employee status; and compiles liability claim reports.
5. Provides public information over the phone and counter to City Hall visitors; assists, as assigned, with City Clerk operations.
6. Assists in planning and coordination of City social events; coordinates City sponsored employee recognition and self improvement programs.
7. Maintains personnel and other confidential administrative files; prepares agenda items relating to personnel matters; may assist in the preparation of documents used in the collective bargaining process; and may assist in classification and pay studies.
8. Maintains records and documentation for the preparation of narrative and/or statistical reports; tabulates information and prepares statistical reports.

9. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of office clerical experience including public contact and records management or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

General office procedures; filing system design and maintenance techniques; basic mathematics; and correct English usage including grammar, spelling and punctuation.

Ability to:

Understand and apply policies and procedures; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; use correct English grammar, punctuation, and spelling; work independently; proof documents and edit for inconsistencies; establish and maintain filing system; understand and follow verbal and written instructions; communicate effectively, both verbally and in writing; maintain confidentiality; use a computer terminal; operate a variety of office equipment; and type at a rate sufficient to perform assigned duties.

Special Requirements

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

WORKING CONDITIONS

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