# HUMAN RESOURCES ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.*

## DEFINITION

Under general supervision, provides specialized office support in a variety of personnel activities and functions in Human Resources such as recruitment, classification and compensation, worker's compensation, employee benefits administration, and employee training. To assist in the labor negotiation process and provide administrative support in confidential personnel matters, including disciplinary matters.

## DISTINGUISHING CHARACTERISTICS

This class encompasses elements of basic professional human resources work and specialized office support work. It is distinguished from the Administrative Assistant class in that the former is expected to have more specialized training and experience in personnel administration.

## EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Review, verify, and process employee personnel and payroll documents; correct errors and enter information into an automated personnel/payroll information system.
- Research and collect salary and benefit information and assist in the labor negotiation process.
- Conduct group and individual orientation sessions to inform employees of their benefits.
- Obtain proper enrollment documents and provide information regarding the proper method of completing forms and processing information.
- Maintain employee personnel/payroll and worker's compensation records.
- Process paperwork for personnel actions including new hires, terminations, and promotions.
- Monitor performance evaluation dates and provide notification and appropriate forms to staff.
- Coordinate the recruitment process including: post notices to solicit applications; review applications to determine whether they meet minimum qualifications; solicit oral board raters and schedules interviews; sit on the initial interview board as the City Human Resources representative; review results with the Human Resources Director and department head; and schedule final interviews.
- Respond to questions; provide factual information; and provide interpretation of procedures and regulations to staff, based on established guidelines.
- Process and monitor liability claims filed against the City; coordinate and/or prepare information to assist in the City's defense.

- Perform responsible, specialized office support work including word processing, data entry, and filing as related to the function to which assigned.
- Respond to questions and concerns from other departments; resolve problems in assigned area.
- Operate a variety of office equipment, including computers, copiers, fax machines, and related equipment.
- Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

Knowledge of:
- Basic principles and procedures of public personnel administration.
- Basic principles and practices of equal employment opportunity, affirmative action, and accommodation for individuals with disabilities.
- Personnel recordkeeping principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English including spelling, grammar, and punctuation.

Ability to:
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Interpret, apply, and explain applicable codes, regulations, policies, and practices.
- Maintain accurate records and files.
- Use initiative and independent judgment within established procedural guidelines.
- Set priorities and meet critical deadlines.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Operate and use modern office equipment including a computer.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

***Minimum Qualifications***:

Education and/or Experience:
Three years of fulltime highly responsible office administrative support experience or technical support experience in a human resources setting; and an Associate of Arts Degree from an accredited college.

License Requirement:
Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:
Some positions may require evening and weekend work.

| Classification | Adopted | Revised | Retitled | Class Code | FLSA Designation | Rep Unit |
|---|---|---|---|---|---|---|
| HR Assistant | | | 2/2000 | 3401 | Non-Exempt | 3 |

APPROVED: _____ Date: _____
Human Resources Director