



HUMAN RESOURCE ASSISTANT

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

DEFINITION

Under general supervision, performs a variety of routine technical and clerical duties involved in providing support to the Human Resources department; including the areas of recruitment, training, benefits, safety and related functions. Maintains confidential files and data; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a full working-level specialized clerical class that describes a variety of human resources support functions. Incumbents provide support principally related to recruitment and to confidential recordkeeping, requiring the use of some discretion, initiative and independent judgment. Incumbents do not supervise other employees but work alone on routine or regular work assignments, checking with a supervisor on non-routine assignments or when in doubt as to the correct procedure to follow. Work is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Administers the day-to-day aspects of the District's recruitment and selection program; plans and conducts recruitment activities, writes job announcements and places recruitment ads; oversees maintenance of appropriate records.
- Assists in screening and evaluating applications for employment, or arranges for their screening by appropriate managers; develops and coordinates selection procedures to include interview questions, panels and/or participates in interviews and monitors and tracks rating criteria; coordinates and schedules pre-employment physicals and DOT Physicals for both newly hired and existing employees.
- Assists with a variety of special project oriented studies and analysis as assigned; gathers and evaluates data; communicates with other public agencies; researches information for possible inclusion in District personnel policies and procedures.
- Maintains and tracks human resources data, using manual and/or electronic spreadsheets and databases; prepares reports to keep management informed regarding a variety of trends and issues.

- Responds to inquiries from employees and the public regarding Human Resources transactions.
- Assists in the review, maintenance, and updates to the Human Resources information on the District website.
- Coordinates and participates in the Human Resources Event committee planning; assists with set up and coordination of employee related events and recognitions; and acts as liaison between the Event Committee members and the Human Resources Department Manager.
- Type's correspondence and reports, both in draft and a wide variety of finished formats, which may include confidential materials from notes, brief instructions, and/or prior drafts.
- Maintains an appointment calendar; makes travel and conference arrangements as assigned; schedules and arranges department meetings by reserving rooms and equipment, issuing notices and assembling materials.
- Provides a variety of general clerical and administrative support to the Human Resources Department; composes and types letters, memorandum, and other correspondence related to assigned human resources programs and activities; prepares a variety of reports.
- Maintains confidential employee files as well as various payroll and administrative files.
- Organizes own work, maintains critical deadlines and coordinates activities within the Human Resources Department and those of other District units to assure completion of the work.
- Maintains and orders supplies as needed for daily use and maintenance of the HR Department.
- Performs other duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Basic knowledge of practices and principles pertaining to Human Resources, confidentiality, and record keeping in a public agency setting.
- General knowledge of accurate report preparation, accurate and complex filing methods, and data collection techniques.
- Standard office administrative and clerical practices and procedures, including the operation of standard office equipment.
- Standard correspondence and report writing, including business letter writing.
- Principles of written English including proper grammar, punctuation, spelling and vocabulary.

- Standard business computer applications including word processing and spreadsheet software.
- Basic clerical research methods.

Ability to

- Apply rules, regulations, procedures and policies to daily work assignments.
- Exercise good judgment and maintain confidentiality in critical, sensitive, and confidential information, records and reports.
- Compile and maintain information in records and files.
- Prepare routine reports and keep accurate records.
- Serve as a liaison between District personnel, other agencies, and the public.
- Independently compose routine correspondence.
- Understand and carry out oral and written instructions.
- Work under pressure with frequent interruptions and a high degree of customer and public contact by phone and in person.
- Type and/or transcribe information accurately at an acceptable rate of speed.
- Accurately proofread details, noting and detecting errors.
- Prepare routine reports and keep accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Equivalent to graduation from high school. Coursework in business administration, public administration or Human Resource Management is highly desirable.

Experience

Three years of increasingly responsible confidential clerical, secretarial and/or office administrative experience in Human Resources setting that required the application of policies and procedures in the performance of assigned tasks. Two years of public sector Human Resources experience is highly desirable.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, may be required.
- Possession of, or ability to obtain, certification from District provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and over the telephone, in face-to-face, one-to-one, and group settings; use office equipment such as computers, telephones, adding machines, copiers, and FAX machines; sit for extended periods of time; carry, push, reach and lift up to 25 pounds; have hearing and vision within normal ranges.

FLSA: Non-Exempt
Range: 28
Union: Non-Represented
Reviewed: September 28, 2011