

HUMAN RESOURCES ASSISTANT

DEFINITION

Under limited supervision, performs a variety of responsible professional and technical duties related to the City's human resources system; provides staff assistance in all functional areas of human resources; performs related duties as required.

CLASS CHARACTERISTICS

The Human Resources Assistant provides professional and technical support to the Director of Administrative Services and assists in coordinating human resources services with all City departments.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Develops and implements recruitment announcements and advertisements; develops recruitment schedules, related literature and job advertising; directs applicant screening and testing; initiates reference checks on candidates and receives confidential information on all city candidates for employment; establishes and maintains eligibility lists; notifies all candidates on employment status.

Assists in the development of class specifications; conducts salary and benefits surveys, and compiles data; prepares related detailed reports.

Explains City employment policies and procedures, including disciplinary procedures; assists in providing new employee orientation; explains employment benefits; sets up and coordinates appropriate physical examinations with the City physician.

Maintains schedules of personnel transactions to ensure timeliness of employee performance evaluations, merit step advancements, salary adjustments, entitlement to leave credits, and provision of other employee benefits; maintains current list of employment salary schedules, individual personnel files, and confidentiality of official file systems.

Assists with preparation of group, worker's compensation, and liability insurance claims; provides liaison to other City staff, claims adjustors and investigators, and insurance agents in the disposition of claims.

Maintains records and documentation for the preparation of narrative and/or statistical reports; tabulates information and prepares statistical reports.

Attends and participates on employee committees.

Responds to inquiries and advises or provides assistance to the City employees, other agencies, and the public regarding personnel matters; assists in the administration of workers compensation program.

Composes and types a variety of correspondence, bulletins, and reports; operates a variety of office equipment.

Provides back up and support to other clerical positions in the Administrative Services Department.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and completion of specialized training in personnel administration or a related field, and three years of responsible clerical experience related to the administration of personnel programs, salary and benefits programs, and employment agreements.

Knowledge, Skills, and Abilities

Some knowledge of federal and state laws, rules, and regulations relating to employment practices, and benefits administration; principles and practices of personnel administration/labor relations; basic principles of research, record keeping, and report preparation; general office procedures.

Ability to conduct a variety of human resources programs; perform analysis, formulate recommendations, and prepare reports; communicate effectively both orally and in writing; understand and apply laws, regulations, policies, complex rules and procedures; compile statistical data; prepare reports; maintain confidential records and files; establish and maintain cooperative working relationships; utilize a computer and a variety of software programs.

PHYSICAL PROFILE: I; 4,7, 12.

HRASSISTANT.SPC