



## Human Resources Assistant I/II

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### Summary

Performs a variety of routine to complex human resources office support duties in recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, and benefits administration.

### Class Characteristics

General supervision is provided by the Human Resources Manager; responsibilities may include the indirect supervision of support staff. This classification of Human Resources Assistant I/II may be filled at the I or II level.

### Human Resources Assistant I

The entry-level class of the Human Resources Assistant positions. An incumbent hired as a Human Resources Assistant I works under close supervision and learns office and City human resources practices and procedures. The Human Resources I is expected to advance to the higher level after gaining experience, demonstrating proficiency, and initiating and performing work independently.

### Human Resources Assistant II

The journey-level class of the Human Resources Assistant positions. The Human Resources Assistant II is fully competent and able to perform variety of complex human resources office support duties independently.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

### Duties:

Process employment transactions including the Personnel Action Form, enter data into the human resources database, and prepare documents for the bi-weekly payroll.

Provide assistance to City employees, supervisors, and managers, in a variety of areas related to human resources administration.

Originate, compose, and prepare letters, action forms, and other correspondence.

Type job announcements, place job advertisements, and schedule the examination process; screen entry-level applications for selected recruitments, organize and coordinate the selection process for candidates, notify applicants as to the status and the timing of the selection process.

Conduct a variety of research and surveys in support of human resources programs.

Processes check requests and other reimbursements and payments.

Gather and research data on the department's budget.

Track and notify managers of employee step increases and ensures employee step increases and other required employment transactions are accomplished within established guidelines.

Coordinate and oversee the human resources records management program.

Monitor and record the City's employee performance appraisal records.

Assist and prepare data for the negotiation process.

Arrange for temporary employees.

Respond to questions and requests for assistance and information from employees, supervisors, managers, and the general public.

Provide orientation for new employees.

Perform related duties as assigned.

Skills/Abilities:

Accurately process employee records and employment transactions.

Organize work, set priorities, meet deadlines, and follow up on assignments.

Organize and maintain files, records, reports, and data.

Understand and explain human resources policies and procedures.

Initiate work activity and use independent judgment.

Work well under pressure with competing demands.

Continuously improve upon work procedures, practices, and methods.

Proof documents for accuracy and completeness.

Type accurately at a rate that will result in a timely work product.

Enter, update, and maintain the human resources database system and generate reports from the system.

Enter and update the City's payroll software system.

Learn, use, and apply new software applications to work activities.

Problem-solve minor computer problems and/or state problems clearly to Information Technology.

Use employee identification software to create identification cards for employees.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

**Qualifications**

Knowledge of:

Basic principles and practices of public administration.

Principles, practices, and procedures of human resources.

Microsoft Office at the intermediate level.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree in public or business administration, human resources, or a related field.

Human Resources Assistant I

Experience:

One year of progressively responsible experience performing assistant or support duties.

Human Resources Assistant II

Experience:

One year of progressively responsible experience performing a variety of assistant or support duties in human resources in the public sector.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Must be willing to administer examinations outside normal working hours.

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