

## **HUMAN RESOURCES 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 responsible and moderately complex technical/administrative duties in support of the human resources operations including recruitment, employee training and onboarding, safety training, risk management, assists in completing various human resources and risk management reports, tracking of a variety of information systems records and programs and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

A Human Resources Assistant performs a wide range of responsible duties in support of the District's human resources and risk management programs. Incumbents perform difficult assignments in administering specialized employment related programs including assisting with recruitments, testing, employee training and onboarding, support of benefit programs including in addition to performing a variety of recording-keeping,

Successful performance of the work requires the frequent use of discretion, independent judgement, tact, knowledge of departmental and District activities, and extensive staff, public and organizational contact. This classification is distinguished from other administrative support classes by the nature, scope, complexity, and diversity of responsibilities involved in the human resources function.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is received from the Human Resources Manager.

Advanced technical/administrative or functional work direction may be provided by the Human Resources Analyst and Risk Management Analyst.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

- I. Administers and coordinates phases of the recruitment utilizing an online applicant tracking system; prepares class specifications and posts on District website, intranet; creates job flyers and postings for advertisement; schedules interviews, constructs rating books and relevant materials; notifies candidates at all steps of the selection process, as assigned; processes employee pre-placement examination paperwork.

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2. Coordinates and schedules training classes; maintains attendance data and other safety and training records; assists employees with concerns and questions regarding training; creates, issues and maintains employee identification badges and electronic key entry; serves on various committees and teams for a variety of purposes.
3. Participates in planning, organizing, promoting and coordinating the District's health and benefits fair; arranges for carrier and vendor participation; prepares communication materials; makes logistical arrangements with other departments and staff; oversees activities during the fair.
4. Participates in special human resources projects and programs including internships, job fairs, training programs, open enrollment, and related events; coordinates and integrates program services and activities with other agencies and District departments.
5. Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provide information to District staff, other organizations, and the public, requiring the use of judgment and the interpretation of human resources policies, rules, and procedures.
6. Maintain all legally mandates employment postings and notices; organizes and maintains various administrative, confidential, reference and follow-up files; purges files as required.
7. Participates in the development and maintenance of records and documents to provide proper evaluation, controls documentation of the risk management and safety functions of the District.
8. Participates in a variety of programs and activities designed to improve and enhance employee relations.
9. Conducts new hire onboarding, including compiling materials; process and file employee change of address forms, process personnel action forms; compile information as as directed.
10. Provides general administrative support to the Human Resources and Risk Management Division; composes and types letters, memorandum, and other correspondence related to assigned human resources programs and activities; Orders supplies, processes purchase orders and invoices and other reconciliation; processes mail; makes travel and meeting arrangements; prepares a variety of reports including technical reports and presentation materials and status pertaining to human resources management and risk management programs and activities.
11. Regular attendance at the work site.

### **Marginal Functions:**

1. Respond to employment verifications, and similar information requests.
2. Performs related duties and responsibilities as required.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Basic human resources policies, procedures, and procedures and practices related to the administration of recruitment, selection, benefit programs and other related functions in a public setting.  
Applicant tracking systems and their functions and operations and requirements of HRIS systems.  
Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and District staff, in person and over the telephone.  
Modern office practices, methods, and computer equipment and applications related to work, including word processing, databases, and spreadsheet software.  
Applicable federal, state and local laws, regulations and standards  
Principles and practices used to establish and maintain files and information retrieval systems.  
Principles of business letter writing and basic report preparation.  
Methods and techniques of proper phone etiquette  
English usage, spelling, grammar, and punctuation  
Mathematical principles  
Classification and pay concepts typically found in the public sector.  
Research methods and statistical presentation.

#### **Ability to:**

Interpret, apply, and explain policies and procedures, employee policies and practices of human resources, risk management and safety administration  
Organize own work, coordinate projects, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.  
Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers.  
Review human resources documents for completeness and accuracy; proof documents accurately.  
Plan effective recruitment, testing and selection practices.  
Read, analyze, evaluate, and summarize written material and statistical data.  
Exercise good judgment and maintain confidentiality in critical, sensitive, and confidential information, records, and reports.  
Work under steady pressure with frequent interruptions; maintain attention to detail while working under deadlines.  
Understand and carry out oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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### **Experience/Education/Training:**

Equivalent to an Associate of Arts degree with course work in human resources management or related field and two (2) years of technical/ administrative support experience in human resources and/or risk management in a public agency setting.

Possession of a Certificate in Human Resources Management is highly desirable.

### **License:**

A valid Class C driver's license issued by the State of California

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Environment:**

Standard office setting and noise level is usually quiet. Frequent interaction with District staff and the general public.

#### **Physical:**

While performing the duties of this job, employees are regularly required to sit, talk, or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and may lift up to ten pounds.

#### **Mental:**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with managers, employees, retirees, benefit plan administrators and carriers, applicants and the public.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

#### **Hearing:**

Hear in the normal audio range with or without correction.

**JOB STATUS:** Non-Exempt

**DATE ADOPTED:** August 22, 2017