

CITY OF TAFT

CLASS TITLE: HUMAN RESOURCES ASSISTANT

RANGE 25.1

\$1,168.20 - \$1,419.95 Bi-Weekly

BASIC FUNCTION:

This is a confidential position under the direction of the Director of Human Resources with responsibility to perform a variety of clerical, technical and para-professional duties in support of the Human Resources functions; including recruitments, employee relations, classification and compensation, insurance and benefit administration. Coordinates various human resources-related activities and services and provides information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures. Provides City reception area services including greeting visitors and answering telephones and assists other City departments as directed and performs related duties as assigned.

REPORTS TO:

Director of Human Resources

SUPERVISES:

Generally none; may provide lead direction to extra-help or student interns

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a variety of confidential clerical and para-professional duties in support of the Human Resources function including typing, filing, duplicating, collecting and distributing materials and processing a variety of employment related forms and applications.
- Provide information and assistance to personnel, job applicants and the general public concerning related position vacancies, standards, requirements, policies and procedures.
- Serve as receptionist and answer telephones in the City offices; take and relay messages as appropriate; direct calls to appropriate personnel; greet, assist and direct visitors; arrange schedules, appointments and conferences.
- Prepare letters, forms, memoranda, bulletins or other materials from detailed or rough copy; compose routine correspondence; proofread completed assignments.
- Process various documents related to employee evaluations, salary adjustments and other personnel functions.
- Input a variety of personnel data into an assigned computer system; maintain a variety of automated records and files and generate lists and reports.
- Maintain a variety of confidential personnel records related to employee information and assigned activities.

- Prepares and assists in placing job announcements and advertisements and screens applications for minimum qualifications.
- Disperses information to applicants regarding positions, application process, and examinations; coordinates notification of candidates at all steps in the process.
- Administers examinations and eligibility tests; scores and ranks applicants; coordinates oral board schedules, panelists, questions and evaluation results and assists with reference checks.
- Coordinates scheduling of pre-employment tests and exams and assists with required Department of Transportation testing including random drug and alcohol screenings.
- Provides information to employees regarding wages, benefits, division procedures, and City policies; responds to inquiries from other agencies.
- Conducts new employee orientations and processes all documentation for new employees.
- Assists with the planning and coordination periodic employee events, such as benefits fair and service awards ceremonies.
- Assists employees regarding various benefit plans and leaves including FMLA, SDI, etc.
- Maintains the confidentiality of all records and information.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- General personnel office functions, practices and procedures
- Basic operations, policies and objectives relating to human resources activities
- Modern office practices, procedures and equipment
- Telephone techniques and etiquette
- Record-keeping and filing techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a computer and assigned software

ABILITY TO:

- Learn, interpret, apply and explain rules, regulations, policies and procedures
- Screen and process employment applications and other personnel-related documents
- Interpret, apply and explain benefit plan provisions
- Understand and carry out both oral and written instructions.
- Organize work tasks in an effective, efficient and accurate manner
- Prepare reports, spreadsheets, and related documentation
- Collect data and conduct basic research and analysis
- Compile and maintain confidential and complex reports, records and files
- Respond appropriately and effectively to the needs of internal and external customers

- Establish and maintain effective working relationships with those contacted in the course of the work
- Use computer technology and applications in the performance of daily activities
- Provide information and assistance to employees, job applicants and the general public
- Answer telephones and greet visitors courteously
- Learn policies and objectives of assigned programs and activities
- Type or input data at an acceptable rate of speed
- Operate a variety of standard office equipment including a computer and assigned software
- Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and three (3) years of increasingly responsible general clerical experience preferably in a human resources environment. College or business school coursework in office administration or human resources is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person or on the telephone
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials