JOB DESCRIPTION

HUMAN RESOURCES ASSISTANT

(Part-Time, 20 hours per week)

DEFINITION

Under supervision of Human Resources management staff, to provide technical and paraprofessional work pertaining to personnel recruitment and selection, employee training, employee benefits and risk management, providing support and assistance in the processing and maintenance of workers' compensation or liability claims and files.

EXAMPLE OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Prepare correspondence, notices, policies, procedures, logs, reports, receipts, or requisitions, and maintain confidential records and files. (E, M)
- Greet employees and visitors to the Human Resources department; Answer routine phone calls, or takes messages as necessary; provide information to employees and the public in person and over the telephone. (E,M)
- Receive, review, evaluate, and process claims, requisitions, personnel action forms, incident reports, invoices, certificates, and other similar materials related to personnel and risk management functions. Arrange necessary appointments. Set up appropriate files. Schedule, monitor and document status as necessary. Communicate/coordinate information to/with appropriate personnel. (E,M)
- Assist in the planning and implementation of personnel recruitment processes and establishment of eligibility lists; prepare examination materials, job flyers, and advertisements; screen employment applications and attachments; assist in coordinating and proctoring examinations; schedule, coordinate, and monitor completion of post-employment physicals/tests and background checks. (E, M).
- Prepare new employee documentation as directed, and assemble new employee orientation materials for Human Resources Department. (E)
- Maintain department filing systems in an accurate and confidential manner. (E, M)
- Compile data related to: insurance claims; wages/salaries, benefits or classification; recruitment and employment; employee training; or other similar data pertaining to Personnel or Risk Management. Prepare logs, records and reports. Comply with local, State or Federal reporting requirements. (E, M).
- Receive doctors' reports and reports of injury claims against the City and open claims files; assist Human Resources staff by performing procedural work; type a variety of related memos, correspondence and reports. (E)
- Requisition departmental supplies. (E)
- Perform other duties as assigned within the scope of the job classification. (E)

QUALIFICATIONS

Knowledge of:

- Office procedures and practices; standard office equipment; filing and records systems.
- Organization and prioritization methods relative to forms, applications, and time sensitive documents.
- Professional telephone etiquette.
- Employee relations and customer service skills.
- Microsoft Office software (Word, Excel, Publisher, PowerPoint); Knowledge of Tyler Munis HR/Payroll software desired.
- Basic public administration practices and terminology related to personnel or risk management and related State and Federal laws.
- Proper English usage; general mathematics skills.

Ability to:

- Interact effectively with the public and employees.
- Use appropriate English grammar skills.
- Compile, prepare and maintain confidential, technical, and statistical records and reports.
- Use discretion in the handling and disclosure of confidential materials or information.
- Monitor and prioritize workload; establish a daily work plan to insure timely completion of assignments.
- Understand, interpret and apply pertinent City policies and procedures and Memoranda of Understanding, State and Federal rules, laws, and regulations.
- Accurately and promptly provide information to the public, employees, other City departments, other agencies.
- Maintain statistical records and claims files.
- Perform clerical work involving the use of independent judgment and requiring speed and accuracy.
- Type accurately at a speed of 45 words per minute (**typing certificate required at time of application**); operate a personal computer and software.
- Communicate clearly, concisely, and effectively, orally and in writing.
- Lift up to 50 pounds on an occasional basis.

Experience and Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying, i.e., typical education would include a high school diploma or equivalent, supplemented by courses in public or business administration, personnel, risk management, or related field.

Typical experience would include at least three years of increasingly responsible, relevant experience in personnel, risk management, or related field.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Typing certificate indicating net 45 words per minute.

S:\Human Resources\Human Resources\COU JOB DES Files\CITYMANAGEMENT&ADMINISTRATION\HumanResRecptClrk_JobDes.doc