

PERSONNEL COMMITTEE

10-0602R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF HUMAN RESOURCES ASSISTANT, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

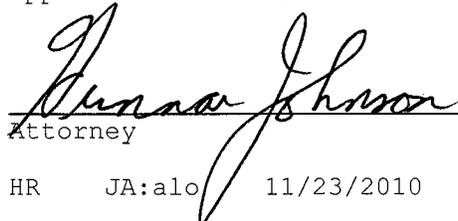
RESOLVED, that the proposed specifications for the new civil service classification of human resources assistant, which were approved by the civil service board on October 5, 2010, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 127. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR JA:alo 11/23/2010

STATEMENT OF PURPOSE: As a part of the human resources division reorganization, this classification has been created to perform a wide variety of paraprofessional and office support functions for all functional areas of the division. The pay range negotiated for the classification is Range 127, \$3,055 to \$3,581 per month.

HUMAN RESOURCES ASSISTANT

PURPOSE: Perform a wide variety of responsible human resources paraprofessional and office support duties.

Positions in this class provide assistance to employees, management and the general public by providing information and handling issues/complaints, as well as providing support to Human Resources staff. Employees at this level work independently on day-to-day assignments, receiving instruction or assistance as new or unusual situations arise.

FUNCTIONAL AREAS:

1. Perform paraprofessional human resources duties.

- * A. Respond to questions and inquiries regarding human resource practices, policies and procedures, civil service rules and processes, contract provisions, benefits and other related information.
- * B. Place job ads in newspapers and/or on websites.
- * C. Prepare application packets and assist applicants in their completion.
- * D. Perform preliminary screening of employment application packets for completeness and adherence to requirements.
- * E. Administer typing tests to clerical applicants, serve as exam monitor, and participate in scoring written exams.
- * F. Respond to routine salary survey requests and employment verification requests.
- * G. Conduct driver's license checks, review background check results to determine suitability for employment, consulting with supervisor as necessary.
- * H. Schedule drug tests and pre-employment physicals.
- * I. Coordinate the temporary hire process.
- * J. Develop or revise human resource forms and assist with the development of related procedures as directed.
- * K. Create and maintain City organizational charts.
- * L. Conduct limited research on human resource issues as directed.

2. Perform office support duties.

- * A. Set up and maintain confidential employee personnel files and records, both paper and electronic.
- * B. Assist employees with the completion of various payroll and enrollment forms.
- * C. Maintain Job Action Form database and monitor hiring status/progress.
- * D. Certify and maintain eligible lists.
- * E. Compile data from records and prepare reports as directed.
- * F. Type and proofread a variety of documents including letters, memos, charts, forms and other correspondence.
- * G. Maintain supply inventories and order supplies.
- * H. Process bill payments and prepare purchase orders.
- * I. Maintain calendars, schedule meetings and appointments, and arrange travel.
- * J. Provide support for meetings, including preparing agendas, setting up, taking minutes.
- * K. Operate office equipment including personal computer, fax, copier, calculator, and telephone.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ A. A minimum of two (2) years of clerical experience in a human resources office setting, or
- ❖ B. A combination of education and experience determined by management to be equivalent.

Knowledge Requirements

- ❖ A. General knowledge of human resources principles, practices and procedures.
- ❖ B. Knowledge of modern office practices, procedures and equipment.
- ❖ C. Knowledge of the methods and techniques of proper telephone etiquette.
- ❖ D. Knowledge of basic letter writing format.
- ❖ E. Knowledge of recordkeeping and filing principles and procedures.
- ❖ F. Knowledge of proper spelling, grammar and punctuation.
- ❖ G. Knowledge of personnel recordkeeping practices.

Skill Requirements

- ❖ A. Computer skills, including word processing, database, spreadsheet, presentation, HRIS and email applications.
- ❖ B. Skill in maintaining records and filing systems.
- ❖ C. Customer relation skills.

Ability Requirements

- ❖ A. Ability to understand, interpret and apply and explain laws, regulations, policies and procedures related to human resources.
- ❖ B. Ability to work under steady pressure with frequent interruptions and a high degree of public contact.
- ❖ C. Ability to read, understand and review documents for accuracy and relevant information.
- ❖ D. Ability to establish and maintain effective working relationships with supervisors, coworkers, other city employees and the general public.
- ❖ E. Ability to understand and follow instructions.
- ❖ F. Ability to communicate clearly and concisely, both verbally and in writing.
- ❖ G. Ability to use specialized human resources software.
- ❖ H. Ability to plan, organize and schedule own work to meet priorities.
- ❖ I. Ability to maintain confidentiality.

Physical Requirements

- ❖ A. Ability to sit for extended periods.
- ❖ B. Ability to transport oneself to, from, and around the sites of meetings and tests.
- ❖ C. Ability to occasionally transport, usually by lifting and carrying, material/equipment weighing up to 25 pounds per load for meetings/tests.
- ❖ D. Fine dexterity to operate computer, calculator and other office equipment.
- ❖ E. Visual acuity to inspect documents for accuracy.
- ❖ F. Ability to hear and speak sufficiently to exchange information in person and by telephone.

- ❖ G. Ability to occasionally bend, stoop and reach for supplies, files, etc.
- ❖ H. Ability to attend work on a regular basis.

* Essential functions of the position

- ❖ Job requirements necessary the first day of employment

Anlst: JA	Class:	Union: Basic	Pay: 127	CSB: 20101005
CC:	Res:	EEOC: Admin Support	EEOF: Admin/Finance	WC: 8810