



## Human Resources Assistant

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
306	Non-exempt	5-Para-professional	AFSCME	4	Revised 9/1/02	1029	1 of 2

**DEFINITION:** Under close supervision, applies entry level professional human resources skills and/or office technical support to assignments in one or more department units engaged in employment, classification, compensation, employee relations, H.R. Information Systems, Affirmative Action/Equal Employment Opportunity, and/or benefits.

**REPORTS TO:** A Human Resources Manager, Administrator, or an assigned colleague.

**DISTINGUISHING CHARACTERISTICS:** Incumbents in this classification have acquired superior employee relations and communications skills, and either the sufficient educational background, or the necessary experience in office procedures and human resources functions, in order to perform assigned duties that require response to customer requests, follow-up, basic research, data analysis, and/or office technical support duties.

**ESSENTIAL FUNCTIONS:** Under supervision, and depending on unit assignment, duties/functions may include, but are not limited to the following disciplines:

**Employment:**

- Screens applicants for minimum qualifications based on applications, supplemental questionnaires, and other required documentation.
- Organizes recruitment efforts, including resumé searches, strategic recruitment planning, placement of advertising and promotional announcements, administration of examinations, and writing of job announcements and application materials.
- Administers employment selection tests, trains evaluators and interview panels, reviews scoring, explains tests and examination results and procedures to applicants, and may participate in the development of tests by using test item banks, writing items, and performing item analyses.
- Conducts reference checks of potential employees, and submits information for background investigations and responds to results by taking appropriate action.
- Processes personnel requisitions, and conducts seniority "bid" recruitments.

**Classification/Compensation:**

- Participates in classification and compensation studies that include job audit interviews, provides information and data for job analysis studies, and may write and revise Classification Specifications, under supervision.

**Employee Relations:**

- Examines employee files, under direction, including work histories and other confidential records, and provides information and data to the unit's Administrator regarding Family Medical Leave and reasonable accommodation requests.

**Benefits Administration:**

- Provides administrative support to benefit related functions including Cobra, direct pay billing, and verification of enrollment.
- Explains benefit programs and provides written materials to employees, and may provide administrative support to Worker's Compensation and Modified Work programs.

**Labor Relations:**

- Organizes, communicates, and distributes materials related to arbitration meetings and prior contract data, and responds to inquiries regarding unemployment insurance and Labor Relations surveys.

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<b>Classification Specification</b>		Revised 3/10/02	Approved by Rick Fernandez, General Manager			(date approved)	



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**Affirmative Action/Equal Employment Opportunity:**

- Provides administrative support to affirmative action functions, compiles data for analysis, and tracks progress in conjunction with affirmative action timetables and goals.
- Collects data for studies of District recruitment, selection, and employment practices and procedures to ensure compliance with equal opportunity requirements, and may provide information for investigations and complaints of alleged discriminatory employment practices.

**H.R. Information Systems:**

- Monitors and audits accuracy and integrity of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
- Writes queries and develops reports for use by HRIS and other Department units as directed.

**Applicable to all above Disciplines:**

- Establishes and maintains confidential files and records, and performs administrative tasks such as data entry, and the writing and distribution of correspondence and other documents.
- Coordinates arrangements and develops agendas and timetables for meetings, conferences, appointments, or other activities related to the assigned unit, and may take meeting minutes.
- Responds to requests from District staff, job applicants, and the general public for information, and provides information and written materials consistent with department policies and confidentiality requirements.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles, practices, and/or office procedures of Human Resources, including some or all of the following: employment, recruitment, testing, classification, employee relations, labor relations, and/or affirmative action/equal employment opportunity; modern office practices including principles and practices of record keeping and confidentiality; computer software for word processing, spreadsheets, presentation, and/or statistics; English usage and business letter writing; report and presentation writing; and good business practices.

**Ability To:** Compile, review, analyze, and interpret application materials, employee records, testing and other selection methods and models, and related documentation; communicate effectively both orally and in writing in a business environment; independently compose reports, correspondence, and other documents; skillfully organize projects, files, and reports; maintain confidentiality; work with a variety of diverse groups in a tactful and effective manner; effectively handle multiple assignments; and establish and maintain effective working relationships with District staff, job applicants, and members of the general public using principles of good customer service.

**Education/Experience:** Depending on District needs, **EITHER:** Equivalent to a Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, Organizational Development, Public Administration, or a related field. Completion of an internship or six (6) months entry-level professional experience in Human Resources, or a related field is desired. **–OR** Equivalent to an Associate's Degree from an accredited college with coursework in Human Resources, business, public administration, organizational development, or a related field, and equivalent to at least two (2) years of full time clerical and administrative work experience that has included human resources functions and procedures.

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**Special Requirements:** Depending on the needs of the District, some positions in this classification may require either the demonstrated ability to type on a keyboard at the rate of at least fifty (50) words per minute, or demonstrated knowledge of statistical analysis and business mathematics.

<b>Classification Specification</b>	Revised 3/10/02	Approved by Rick Fernandez, General Manager	(date approved)
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