



HUMAN RESOURCES ASSISTANT

Department/Division:	Human Resources
Reports To:	Human Resources Executive Assistant or Human Resources Manager
Provides Direction To:	N/A
FLSA Exemption Status:	Non-Exempt
Civil Service Status	Classified
Bargaining Unit	Unrepresented
Created:	July 2001
Last Updated:	March 21, 2016

GENERAL PURPOSE

Under direction of the Human Resources Executive Assistant or Human Resources Management staff, performs highly responsible clerical and administrative duties in the areas of recruitment and selection, classification, personnel and benefits administration, labor relations, risk management, general office support and front desk reception duties and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Human Resources Technician as incumbents in that class perform duties that are highly technical and may involve specific human resources functional areas requiring applicants to possess knowledge, skills and abilities in designated human resources functional areas.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Assists with recruitment planning and implementation; receives and reviews requests to fill positions; coordinates and schedules meetings; calendars and tracks the status of recruitments.
2. Prepares standard advertising; obtains cost quotes; prepares and distributes routine flyers, pamphlets and announcements.
3. Assists applicants with process-related questions; may do preliminary screening of some applications; sends correspondence to applicants.
4. Prepares for oral and written examinations and related arrangements; helps monitor written examinations, and assists the examination proctor as needed.

5. Sends various notification letters to panel members and candidates; coordinates schedules and arrangements; prepares packets; may administer various testing processes.
6. Responds to routine requests; prepares information and participates in job fairs as assigned; may assist the public and others with questions.
7. Provides technical assistance to higher level staff in areas such as classification and compensation, personnel transactions, compensation surveys and various human resources projects.
8. Assists with amending documents; gathers information; processes and submits reports for agendas and tracks project status and approvals.
9. Receives and logs employee status and benefits documents.
10. Maintains employee status and benefits related data in files and systems.
11. Interfaces with Third Party Administrators and benefits vendors.
12. Gather and compile confidential information and documents related to labor and employee relations.
13. Operates a personal computer and other standard office equipment; updates the internal and external Human Resources web pages and social media sites.
14. Performs statistical office support including creation and use of spreadsheets.
15. Provides assistance to city staff and the general public by telephone or in person, performs front desk reception duties, solves problems successfully in a manner that creates positive outcomes.
16. Performs office support activities such as opening and distributing mail, processing outgoing mail, ordering and stocking office supplies.

QUALIFICATIONS GUIDELINES

Knowledge of:

City policies and protocols; office administration practices and procedures; correct English usage, including spelling, grammar and punctuation; word processing, spreadsheet, and graphics software applications; record keeping, filing, purchasing, and accounting practices and procedures; research methods; customer service practices.

Experience in a public sector agency and/or human resources is preferred.

Ability to:

Operate modern office equipment and computer hardware; use word processing, spreadsheet, graphics, and specialized software applications programs; type at a net rate of 45 words per minute. Possess organizational and interpersonal skills and the ability to operate a personal computer; ability to follow directions and work independently; ability to maintain confidentiality; ability to communicate effectively orally and in writing; ability to interpret and understand policies and procedures; ability to handle multiple tasks and work

under time constraints; and the ability to work cooperatively with city employees, the public and other agencies. Establish and maintain departmental files and confidential records.

Education/Training/Experience:

High School graduation or G.E.D. equivalent is required and two years of responsible clerical or administrative experience preferably in human resources and/or a public sector agency.

Licenses, Certificates and/or Special Requirements:

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with City officials, staff, management, the general public, and others during the course of work.

WORK ENVIRONMENT

The employee works in office conditions with controlled temperature settings.