

HUMAN RESOURCES ASSISTANT – HR ADMINISTRATION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, to provide technical and advanced clerical assistance in personnel administration including processing payroll, benefits, training, recruitment and selection support; and to perform related duties as assigned

CLASS CHARACTERISTICS

This is the entry-level clerical class in the Human Resources family classification series. This class is distinguished from the Human Resources Technician - HR Administration, by the performance of the more routine tasks and duties assigned to positions within the series. This class is typically used as a training class. Advancement to a Human Resources Technician – HR Administration is based on meeting the training, experience, and education requirements and a demonstrated proficiency in performing the assigned function. Advancement is not based on time in grade but on the organizational needs of the Department and is solely at the discretion of the Human Resources Director.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Provides support in Human Resources administration efforts, including: prepares and posts job announcements; receives, inputs and verifies job applications and documentation; prepares candidate letters; coordinates testing sites and makes arrangements for rating panel members; prepares eligibility and certification lists; assists in administering routine performance and written tests; assists in coordinating training sites, disseminating information, and tracking attendance; maintains a variety of personnel and benefit related data bases; maintains personnel files; processes bi-weekly payroll and benefit changes and maintains various tables for processing; creates a variety of payroll reports; prepares and processes new hire packages; answers routine questions from City administrators, employees and the public regarding job openings, employment verification and benefits; screens phone calls regarding injuries and written injury reports to determine type of benefits needed; reconciles and validates financial data and information; provides information and technical assistance to employees regarding benefit programs, eligibility and changes; prepares and audits monthly invoices for personnel, training, and benefits; calculates all benefit payroll deductions from internal database and prepares payroll input report; assists in policy development, program changes and review of new programs; compiles, maintains and updates personnel records, salary schedules and information resource files; composes and types routine reports and correspondence; and performs other work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic personnel functions and laws;
- Basic operational characteristics, services and activities of a human resource management program;
- Public agency health/retirement laws, rules and regulations;
- Principals and procedures for data base maintenance and record keeping;
- Modern office procedures, methods and computer equipment; and applicable software applications;
- Basic mathematical principles;
- Pertinent Federal, State, and local laws, codes and regulations pertaining to personnel and employee benefit administration;
- Principles of business letter writing and basic report preparation.

Ability to:

- Maintain confidentiality of records and employee circumstances;
- Perform clerical support for a variety of personnel and benefit related functions;
- Interpret personnel codes, rules and regulations;
- Work independently in the absence of supervision and efficiently carry out assignments;
- Communicate clearly and concisely, both orally and in writing;
- Respond to requests and inquires from employees and the general public;
- Accurately maintain and update records and files;
- Prepare clear and concise reports;
- Perform mathematical calculations accurately;
- Develop and maintain rapport with managers and individual employees;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: One year of experience with the City of Oceanside as a Senior Office Specialist performing departmental personnel related duties:

OR

Two years of experience with the City of Oceanside as an Office Specialist II performing departmental personnel related duties:

OR

Two years of experience performing personnel related duties with a full service personnel organization.

AND

Training: Completion of twelfth grade supplemented by college-level course work in personnel or public administration or a closely related field.

An Associates Degree or higher from an accredited college or university may be substituted for one year of the experience requirement.

(Cont'd.)

A Bachelors Degree from an accredited college or university in Human Resources Management, the Behavioral or Social Sciences, Public Administration, Business Administration, or a related field of study may be substituted for two years of the experience requirement.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read computer screens and printed material; operating a variety of office equipment.