

SENIOR HUMAN RESOURCES ASSISTANT

Job Summary:

Under the direction of the Human Resources Manager, performs a variety of specialized technical and clerical duties related to confidential human resources activities such as recruitment and testing, and labor relations. The Senior Human Resources Assistant performs more complex and varied duties as compared to the Human Resources Assistant in support of human resources recruitment, labor relations and other related tasks.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Develops and prepares a variety of materials such as confidential correspondence, job announcements, memoranda, forms, evaluations, charts and statistics.
2. Conducts recruitments and testing with supervision from the Human Resources Manager.
3. Provides information and assistance in person or by telephone to job applicants, City personnel and the public regarding recruitment and testing, labor relations, benefits and other human resources programs and procedures.
4. Prepares and types agenda items related to labor relations and other human resources programs.
5. Performs a variety of clerical duties such as typing, filing and answering phones in support of human resources activities.
6. Operates a variety of office machines and equipment, including but not limited to, typewriter, copier, personal computer and printer.
7. Provides staff support functions to professional and management staff.
8. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associate's degree with courses in public administration and human resources or related educational field and three (3) years of full-time, advanced clerical experience in a governmental agency's human resources or personnel department. Technical experience in recruitment and benefits administration is desirable. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Modern office practices, procedures and equipment, including but not limited to, personal computer and related software.
- City organization, operations, policies and objectives.
- Human resources policies and procedures, Federal, State and local labor laws.
- Interpersonal skills, using tact, patience and courtesy.
- Telephone techniques and etiquette.
- General recording keeping practices.
- Correct English and math usage.

Skill and/or Ability to:

- Understand and explain City policies and procedures pertaining to human resources.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Establish and maintain a variety of records and files.
- Maintain confidentiality.
- Effectively communicate orally and in writing.
- Type at 50 net words per minute from clear copy.
- Operate a variety of office equipment, including but not limited to, personal computer and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to work evenings and/or weekends.