

HUMAN RESOURCES ASSISTANT

Job Summary:

Under the direction of the Senior/Human Resources Analyst performs a variety of specialized clerical and administrative support duties related to human resources functions and activities; provides basic information regarding the City's human resources services, practices and procedures.

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. Acts ethically at all times. Maintains confidentiality of human resources data and information.
2. Performs a variety of general and human resources related clerical and administrative duties.
3. Prepares and types a variety of materials such as correspondence, memoranda, job announcements, forms, employment lists, employment certifications/verifications, charts and statistics.
4. Provides basic information and assistance in person or by telephone to job applicants, City personnel and the public regarding a variety of personnel matters.
5. Provides written verification of past or present City employment and unemployment insurance claims
6. Assists in updating and maintaining various manual and computerized personnel records and files containing confidential information and materials.
7. Performs human resources front desk service and support as needed.
8. May respond to routine survey requests from other agencies, employees and the public for salary and benefits information.
9. Assists with tracking performance evaluations and step increase dates and deadlines; processes paperwork for both.
10. Assists in collecting routine salary and benefits information from other agencies.
11. Assist professional staff in the preparation and/or revision of class specifications.
12. Assists in the recruitment process by placing advertisements, obtaining oral board raters, making arrangements for panel interviews, and provide information to applicants.
13. Performs data entry of employment applications into applicant tracking software (i.e., NeoGov, iFAS, Tyler Munis); prepares and mails correspondence to applicants regarding application, testing and interview results.
14. Provides staff support to professional and management staff.
15. Performs related duties as required.
16. Responsible for tracking and maintaining government programs (i.e. EDD, DOT, DMV Pull Notice, etc.).
17. Assists in on-boarding, hiring and entering part-time employees.
Fingerprints new hires and volunteers.

Qualification Guidelines:

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

Education and/or Experience:

A minimum of two (2) years of college and two (2) years of full-time, paid clerical and administrative support experience in a human resources department. Experience and/or education in a related Human Resources field may be substituted on a year for year basis.

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Knowledge of:

- Modern office practices, procedures and equipment including, but not limited to, personal computer and related software required (i.e. Microsoft Office, HRIS, ERPs).
- Human resources policies and procedures.
- City organization, operations, policies and objectives.
- 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 within HR Department, with other departments and employees.
- Maintain a variety of records and files.
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- Effectively communicate both orally and in writing.
- Perform clerical duties such as filing, running reports, and typing.
- 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.

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.
- 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.