

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

HUMAN RESOURCES ASSISTANT

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 3, 2012
Classification Series:	Human Resources	Resolution No.:	2012-69
FLSA Status:	Non-Exempt		

*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 direct supervision of the Human Resources Supervisor this administrative support position, performs Human Resources specialized, clerical and professional work that requires a high degree of discretion and judgment in examination, compensation, classification, recruitment, training and employee relations and performs other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Drafts and word-processes letters, notices and memos to candidates and raters participating in a variety of selection processes;
- Assists other agencies by providing applicant data for law enforcement backgrounds;
- Prepares written and oral exam materials under direction;
- Grades test materials under supervision;
- Obtains oral board raters from other agencies, and assists others cities in locating raters from Huntington Park;
- Maintains contacts with other agencies for mutual assistance in recruitment/ selection activities;
- Prepares and distributes job bulletins and examination materials;
- Coordinates selection processes as assigned, including recruitment, evaluating applications and developing and administering examinations;
- Prepares recruitment ads and submits to appropriate newspapers, publications and/or websites;
- Conducts salary and benefit surveys and prepares related reports;
- Maintains employee personnel records and files and processes personnel transactions;
- Assists with general office reception duties;
- Responds to a variety of questions from employees and the public regarding job application procedures, and a wide variety of other personnel related matters;
- Interprets and explains Personnel Rules and Regulations, Civil Service Rules and Regulations, MOU's, employee benefits and other policies and programs to City employees;
- Assists in formal job analysis processes and job audits as directed;
- Assists in the development of personnel forms and informational materials;
- Reviews, updates and revises class specifications, and assist in development of new class specifications;
- Prepares agenda reports under supervision and other clerical duties for the Human Resources Office and Civil Service Commission;
- Posts recruitment information of the Human Resources Division, internet site and job hotline;
- Retrieves and processes requests for City application materials;

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- Performs other secretarial and clerical duties as required;
- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Sound Human Resources principles and practices;
- Methods of recruitment, testing and selections;
- Classification and compensation and employee benefits;
- Basic mathematical operations including statistics such as averages, percentages and ratios;
- Good customer service practices;
- Office practices and procedures, office equipment, records and filing systems;
- Alphabetical and numerical filing;
- English grammar usage, spelling, punctuation, and business vocabulary.

Skills:

- Possess skills in word processing general correspondence, spreadsheets and reports using a personal computer and software applications;
- Type at a speed of 50 words per minute;
- In planning, organizing and prioritizing work.

Ability to:

- Deal effectively with persons of various social cultural, economic and educational backgrounds, using tact and discretion;
- Make independent judgments and decisions on standard policy and procedures;
- Prepare clear, complete and accurate reports;
- Follow oral and written instructions;
- Proofread and check words and numbers quickly and accurately;
- Read, write, communicate effectively and comprehend directions;
- Work with frequent interruptions and changing of completing deadlines;
- Handle many different Human Resources projects and assignments;
- Respond in a timely and accurate basis to employee and public inquires and complaints in a courteous and tactful manner;
- Establish and to maintain an effective working relationship with employees and the public;

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- Understand and interpret provisions of the Municipal Codes, M.O.U's, Civil Service Rules and Regulations, administrative policies, departmental rules and other City policies related to job duties;
- Handle confidential information with discretion;
- Communicate effectively both orally and in writing form;
- Effectively handle stressful situations;
- Work overtime as required;
- Maintain professionalism, attitude, attire, relationships, work product and confidentiality;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the-job training and meet standards of performance for the classification by the end of the probationary period.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination).

Experience:

- Three (3) years of progressive responsible clerical and technical aspects of Human Resources working including examination, compensation, classification, testing and/or recruitment.

License:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.