



JOB DESCRIPTION

Human Resources Assistant

Date Prepared: August 5, 2015

Class Code: 1425

SUMMARY: Under general supervision, performs administrative duties in the processing of Human Resources (HR) forms and documents, and provides assistance to City staff, applicants and the general public.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responds to requests for information and assistance; explains HR policies to employees, applicants and the public; greets and assists visitors, provides technical information to City staff and assistance to the public within scope of authority.
- Performs various administrative functions within the HR Department; performs clerical duties such as typing, filing, and record keeping; performs data entry functions.
- Performs records database management and maintenance functions; prepares and verifies documents for scanning and filing.
- Assist in the coordination of Human Resources programs, events, employment and open enrollment fairs, meetings and trainings.
- Assists with the recruitment process; prepares and processes job postings; reviews employment applications for completeness; processes applications and routes supporting documents; schedules applicant interviews and appointments.
- Assists new employees with processing and completion of personnel related documents; provides instruction and assistance on enrollment forms; addresses questions regarding benefits, policy and procedures, and other personnel issues within scope of authority.
- Reviews documents for accuracy, completeness and conformance with established regulations and procedures.
- Prepares correspondence and memorandums; maintains HR files, forms, documentation and information in accordance with City policies and procedures; performs special HR projects as directed, and prepares reports as required.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND three year of clerical and administrative experience; Human Resources experience is preferred.

Knowledge of:

- City organization, operations, policies, and procedures.
- Rules and regulations governing Human Resources activities and functions.

- Principles of confidential records and file management.
- Employee relations principles and practices.

Skill in:

- Entering data into a computer system with speed and accuracy.
- Providing effective customer service.
- Reviewing documents and extracting relevant information.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Making arithmetic calculations quickly and accurately.
- Effective verbal and written communication.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California State Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.