

COUNTY OF SOLANO

HUMAN RESOURCES ASSISTANT ENTRY

DEFINITION

Under general supervision learns to perform complex technical and clerical work requiring considerable initiative and judgment requiring specialized knowledge of Civil Service Rules, Memoranda of Understanding, Benefits Provider Plan Agreements, leave laws and related personnel transactions.

CLASS CHARACTERISTICS

This is the entry-level class in the Human Resources Assistant series. This class is characterized by the responsibility to learn to perform work that requires the application of technical knowledge and the procedures and standard practices related to personnel transactions, employee benefits transactions, recruitment and selection, training, employee relations, risk management programs and other Human Resources areas. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. This class may be used to provide training to incumbents for advancement to the journey level, or employees may be assigned primarily routine work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a professional level class.

May provide technical and functional guidance to clerical and other support staff;

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Learns to utilize an applicant tracking system and a countywide personnel and payroll system on a daily basis to perform various countywide personnel transactions; participates in the development, maintenance and upgrades to Human Resources Information Systems.

Reviews, monitors and processes all countywide personnel transactions of new hires, promotions, demotions, transfers and other transactions to ensure compliance of Civil Service Rules, applicable Memoranda of Understanding, and Benefits Provider Plan Agreements.

Assists with tracking and processing of state and federal employee disability leaves and accommodations, drug and alcohol testing programs, third-party vendor agreements, as well as other insurance-related functions and support relating to insured and self-insured programs. Inputs, modifies and retrieves data from software programs and applications, provides status reports as needed to track and manage activity.

Learns to modify and retrieve information from a database; manipulates data to generate a wide variety of informational and statistical reports; proofreads reports for accuracy of data and statistical tabulations.

Greets and assists visitors and callers referring them to sources of information, distributes appropriate forms, and explains processes and procedures related to the Human Resources Department.

Answers routine questions from candidates, general public and county employees related to job opportunities, employment procedures, benefits information, disability leaves, leaves of absences, and policies, rules and regulations; responds to general inquiries regarding application status, testing dates and sites; responds to survey requests submitted by other agencies; refers more complex questions to professional staff.

Learns to prepare job announcements, brochures and advertisements; completes initial screening of applicants; schedules and proctors examinations; organizes recruitment scheduling and certifications.

Travels independently to sites outside of county offices to participate at job fairs and/or benefit fairs.

Coordinates health benefits open enrollment, new employee orientation, health, wellness or safety-related meetings or events, and appointments for deferred compensation consultants.

Maintains official human resources, personnel and benefits records and files.

Reconciles program invoices with actual services in relation to vendor-provided services.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and equipment including computer equipment.

Basic business letter writing and report preparation principles and techniques.

English usage, spelling, grammar, and punctuation.

Word processing and spread sheet programs.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Represent the County.

Schedule and proctor examinations.

Provide information and answer questions to departments, employees, and the public regarding personnel questions/issues.

Assist in developing written, oral and performance exams.

Prepare employee newsletter, brochures and other materials.

Read and explain complex rules, regulations and legislation.

Collect and analyze data to establish and identify needs and draw conclusions.

Develop goals and objectives.

Prepare routine narrative and statistical reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Six months of clerical or technical level personnel experience.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license may be required.

Typing certificate with a net typing speed of forty (40) words per minute.

Supplemental Information

Independent travel is required.

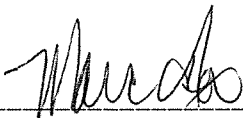
ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling,

crouching, and crawling, and which may involve some lifting, carrying, pushing or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a risk of minor injury or illness.



Marc Fox
Director of Human Resources

Established Date: July 2005

BOS Date: 06-28-05

CSC Date: 07-13-05

Revised: 3-09-16