

**City of San Rafael
Job Class Specification**

Job Title: Human Resources Representative I/II

SUMMARY

Under general direction performs a variety of paraprofessional activities in support of a centralized human resources function, including recruitment and selection, job analysis, classification, compensation and benefit plan administration, payroll input and labor relations.

SUPERVISION

This position reports to the Director of Human Resources, receives indirect supervision from the Employee Benefits Analyst and exercises no direct supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS:

This is a flexibly staffed position. The HR Representative I incumbents perform the more routine recruitment and selection duties, classification and salary survey projects, benefits and safety support functions, and coordinate training and development programs, while learning City policies and procedures, applicable laws and regulations, and specific techniques and regulations related to the broad area of human resources or assist in a specialized function. The Human Resources Representative I is distinguished from the II level in that incumbents in the latter class work under general supervision, and are expected to perform the full scope of journey level assignments as defined above. Advancement from the I to II level is based upon acquisition of required proficiencies and level of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under supervision, support the employment function for City departments; administer requisition and posting procedures, write and place recruitment advertising in appropriate media. Screen and interview applicants, and oversee departmental interview programs as needed.
- Provide employment information to potential applicants.
- Respond to inquiries regarding applicant eligibility and examination scores.
- Arrange for the employment of selected candidates as well as notification of persons not hired. Interface with managers to determine departmental employment needs and appropriate recruitment methods.
- Assist in classification studies by auditing and preparing new or modified job analysis documents and job descriptions.
- Complete salary enrollment and benefit changes into computer system.
- Collect compensation, benefit and other survey data and prepares summaries of information.
- Assist in preparing training materials and organizing City-wide training programs.

- Under direction, provide information on procedures and regulations to City staff and the public; Prepare employee orientation materials and assist with conducting orientation programs.
- Coordinate the development and implementation of computerized personnel systems.
- Complete benefit enrollment and change forms.
- Maintain confidential records and files.
- Prepare reports, correspondence and a variety of written materials.
- Review selection, testing and other related employment systems as needed for continuous updating of regulation compliance and improvement.
- Conduct surveys and polls and prepare excel reports summarizing results.
- Assist with the benefit fair, employee recognition programs and other special events.
- Coordinate collection and analysis of data and reports necessary for meeting internal and state/federal requirements.
- Assist with compliance with all DMV driver-related requirements, including the DOT program.
- Maintains mandated records related to area of responsibility.
- Utilizes EDEN, financial and HR computerized systems to process purchase orders and invoices.
- Monitors, obtains and distributes reports and enters data into the Eden/payroll system.
- Processes employee performance appraisals and merit increases in a timely manner.
- Keep abreast of updates to Eden Systems/software enhancements (technological upgrades.)

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

Equivalent to graduation from a four year college, with major course work in business or public administration, industrial relations, human resources management or a closely related field. Experience related to the human resources function, which will have provided the knowledge and skills outlined above, may be substituted for the college education on a year-for-year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles and practices of public personnel administration.
- Recruitment, selection, and job analysis techniques.
- Classification, compensation and benefits analysis and administration techniques.
- Applicable state and federal employment and/or labor laws and regulations.

- Ability to prepare comprehensive reports, communicate with others and understand information and write to effectively convey information to client groups.
- Ability to coordinate a variety of tasks and assignments.
- Ability to elicit cooperation of others and to work well with people.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to operate assigned equipment.
- Ability to make source decisions in a manner consistent with the essential job functions.
- Ability to provide optimal quality service.
- Basic knowledge of HR/financial systems.

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License

FLSA Status: Nonexempt
Prepared By: Human Resources
Prepared Date: January 2007
Approved By: City of San Rafael
Approved Date: Approved Feb. 5, 2007
Bargaining Unit: Confidential Unit