



**CITY OF PETALUMA
CLASS SPECIFICATION**

Date: 6/21/2021
Job Class: 01HRAS
(Prior Job Class: 01HAC1/2)

Human Resources Assistant

Summary

Perform a variety of technical human resources and risk management support duties in recruitment, examination and selection, classification and compensation, employer compliance, employment data and records, benefits administration, investigation and claims management.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager; responsibilities may include the indirect supervision of support staff.

This is the journey-level classification. Incumbents work under general supervision and are fully competent to perform variety of complex human resources and risk management office support duties independently.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Process employment transactions including the Personnel Action Form, enter data into the human resources database, and prepare documents for the bi-weekly payroll.

Process claims and assist with investigations and the resolution of claims.

Provide assistance to City employees, supervisors, and managers, in a variety of areas related to human resources and risk administration.

Originate, compose, and prepare letters, action forms, and other correspondence.

Assist in the recruitment process; type job announcements, place job advertisements, and schedule the examination process; screen entry-level applications for selected recruitments; organize and coordinate the selection process for candidates; notify applicants as to the status and the timing of the selection process.

Conduct a variety of research and surveys in support of human resources and risk management programs.

Processes check requests and other reimbursements and payments.

Gather and research data on the department's budget.

Track and notify managers of employee step increases; ensure employee step increases and other required employment transactions are accomplished within established guidelines.

Coordinate and oversee the human resources and risk management records management program.

Monitor and record the City's employee performance appraisal records.

Assist and prepare data for the negotiation process.

Arrange for temporary employees.

Respond to questions and requests for assistance and information from employees, supervisors, managers, and the general public.

Provide new employee orientation; respond to employee questions regarding City policies and procedures.

Perform related duties as assigned.

Skills/Abilities:

Accurately process employee records, claims, and employment transactions.

Organize work, set priorities, meet deadlines, and follow up on assignments.

Organize and maintain files, records, reports, and data.

Understand and explain human resources policies and procedures.

Initiate work activity and use independent judgment.

Work well under pressure with competing demands.

Continuously improve upon work procedures, practices, and methods.

Proof documents for accuracy and completeness.

Type accurately at a rate that will result in a timely work product.

Enter, update, and maintain the human resources and risk management database system and generate reports from the system.

Enter and update the City's payroll software system.

Learn, use, and apply new software applications to work activities.

Problem-solve minor computer problems and/or state problems clearly to Information Technology.

Use employee identification software to create identification cards for employees.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Basic principles and practices of public administration.

Principles, practices, and procedures of human resources and risk management.

Experience with methods and techniques of investigation and the settlement of personal injury property damage and subrogation claims is highly desirable.

Knowledge of California tort law and the development and management of employee safety programs is highly desirable.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to an Associate's degree with major course work in public administration, business administration, human resources, or a related field.

Experience:

One year of progressively responsible experience performing a variety of assistant or support duties in human resources in the public sector.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must be willing to administer examinations outside normal working hours.

Established: 01/24/05

Resolution #: 2005-014 N.C.S.; 2021-109 N.C.S.

Reformatted: 07/13/2017

Revised: 06/21/2021

Department: Human Resources

FLSA Status: Non-Exempt

Prior Job Title: Human Resources Assistant I/II