



CLASS SPECIFICATION

3/30/06

HUMAN RESOURCES ASSISTANT, 1742

Summary of Duties: Performs increasingly responsible professional staff work by assisting in assembling, analyzing, and interpreting data and by preparing correspondence and reports with recommendations to management on diverse personnel administration and labor relations activities, issues, and problems; receives on the job training and experience in preparation for career advancement; and does related work.

Distinguishing Features: Human Resources Assistant is a professional personnel class that receives on the job training and work experience relating to the field in the City. Human Resources Assistants are exposed to the personnel related policies, procedures, rules, and regulations affecting either the Personnel Department or an operating department or bureau. Human Resources Assistants will receive close supervision upon initial appointment to the class and are expected, as they become more experienced, to be able to work independently.

Supervision received consists primarily of a review of the results of an employee's work, rather than a detailed check of work in progress. However, work is usually reviewed by a supervisor who maintains overall responsibility for the assignment.

An employee in this class is distinguished from a Personnel Analyst in that incumbents of the latter class personally perform the relatively more difficult, sensitive, or complex assignments, and by the fact that there are generally fewer guidelines or precedents on which to base the work assigned to the full analyst level.

Examples of Duties:

- Advises departments and employees and management regarding civil service status, position classification, Rules of the Board of Civil Service Commissioners, City Charter and Administrative Code provisions training opportunities, Memoranda of Understanding interpretation, service ratings, job opportunities, and employee rights;
- Meets with members of City management, employees and their representatives, and with members of the public to discuss and resolve a variety of personnel problems;
- Investigates and recommends solutions for a variety of personnel and related administrative matters including the more routine discipline, grievances and other employee relations matters, employee safety, and workers' compensation issues;
- Conducts the less complicated position and classification studies and audits, reviews position descriptions to analyze duties and responsibilities, and recommends the proper allocation of positions;
- Assists in studies of department organization and developing recommendations for reorganizations and restructuring of departmental work;
- Assists in developing recommendations for setting departmental long and short range goals and for strategic planning for a constantly changing environment;
- Assists in developing changes in work methods and procedures to increase efficiency and reduce costs;
- May conduct surveys of other employers to obtain data related to organizational development and

strategic planning;

- Assists in conducting job analyses and validation studies to determine appropriate selection methods;
- Reviews and makes recommendations on a variety of personnel requests such as emergency appointments or requests for restoration following resignation from City service or probationary termination;
- Recommends selection strategies and responds to appeals regarding selection processes;
- Assembles, instructs, and may serve on the more routine interview boards for examinations and other appointment processes;
- Develops, conducts, and evaluates training programs;
- Advises departments on the development and implementation of equal employment opportunity programs, and reviews personnel programs, policies, and procedures for their equal employment opportunity impact;
- Conducts entrance and exit interviews and assists in conducting counseling;
- Assists in planning and implementing recruitment programs for a wide variety of positions and to meet needs;
- Reviews, analyzes and recommends positions on proposed legislation;
- Assists in administering employee benefits such as deferred compensation, medical and dental plans, sick leave monitoring, and City Rideshare Program components;
- Prepares budget and personnel requests;
- Meets with representatives of the City Attorney to discuss and resolve the legal implications of personnel rules, procedures, policies, and transactions;
- May appear before the City Council and its Committees, Board of Civil Service Commissioners, Employee Relations Board, other governmental or community bodies, and employment compliance agencies to present or defend staff recommendations or actions on a variety of personnel-related issues;
- May act as the department EEO, ADA, Sexual Harassment, Sexual Orientation Discrimination Coordinator;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Major principles, practices, methods, and techniques of public administration with emphasis on personnel administration, labor relations, organization, and management;
- Basic concepts of position classification, job analysis, examination development, recruitment, and other employee selection activities;
- Laws, regulations, and policies related to equal employment opportunity;
- Interviewing and counseling techniques;
- Basic labor relations laws, policies, procedures, and practices;
- Workers Compensation laws, policies, and procedures;
- Occupational safety laws, practices, policies and procedures that apply a wide range of fields of employment;
- Federal, State, and local laws, regulations, rules, policies, and procedures related to employee benefit programs;
- Information technology systems capabilities as they relate to personnel functions; and
- Basic statistical concepts.

Ability to:

- Analyze and evaluate tangible and intangible data soundly and impartially;
- Prepare narrative reports and recommendations clearly, concisely, logically and convincingly;
- Interact effectively with others to gather information, explain policies or procedures, and to persuade others to accept or adopt recommendations;
- Identify significant personnel issues and to formulate reasonable conclusions and effective solutions;
- Efficiently obtain, manipulate, and interpret data stored in Citywide and Personnel Department databases and personal computers;
- Prepare and interpret statistical computations, charts and graphs;
- Use the internet, files and other reference materials for research;
- Deal tactfully and effectively with department management, supervisors, other employees, subordinates, and individuals from outside City service;
- Prepare and present effective oral presentations to individuals and groups;
- Conduct effective class studies, job analyses, and salary surveys; and
- Conduct investigations, determine methodologies, and obtain basic data necessary to evaluate solutions to complex problems with multiple issues.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Requirements: Graduation from a recognized four-year college or university and 18 months of full-time paid professional experience performing duties in human resources administration.

Certification as a Human Resources Generalist with the Society for Human Resources Management or as an IPMA-Certified Specialist or IPMA-Certified Professional, or possession of a Masters Degree in Public Administration with at least nine semester or twelve quarter units in Human Resources Management, Labor Relations, and/or Human Behavior may be substituted for six months of the required experience.

Possession of a Master Certification in Labor Relations from NPELRA or CALPERA, or designation as a Certified Employee Benefits Specialist from the International Foundation of Employee Benefits Plans is especially desired for some positions in this class.

License: A valid California drivers' license may be required.