



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
HUMAN RESOURCES ASSISTANT

Classification Specification
(Classified)

JOB SUMMARY

The Human Resources Assistant works under the supervision of the Human Resources Manager or designee. Under direct supervision, performs paraprofessional duties in human resources which requires a high degree of discretion and judgment; provides technical assistance and support in the areas of benefits administration, recruitment and selection; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Human Resources Analyst by the technical and routine nature of the duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Human Resources Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Provides confidential, technical assistance in recruitment and selection, benefits administration and general human resources duties;
2. Answers basic questions from employees and the general public regarding provisions in the Memorandum of Understanding (MOU), human resources policies and procedures;
3. Conducts new employee orientations;
4. Attends Civil Service Commission meetings;
5. May attend training conferences and meetings;
6. Assists with promotion and development strategies for recruitment and retention of personnel and with external recruitment programs;
7. Coordinates and conducts job recruitments and exams;
8. Compiles information to be used in classification studies, special studies and reports, and salary and benefits surveys; conducts telephone or mail surveys, and makes computations necessary to interpret survey data;
9. Assists in the monitoring of employee benefits; prepares the monthly billing;
10. Prepares & maintains the COBRA database; Notifies and assists employees and/or their dependents with COBRA enrollment;
11. Coordinates and maintains the division's Live Scan program;
12. Assists in gathering data for the collective bargaining meet and confer process;
13. Assists in the preparation of human resources related reports for public meetings, such as the

- Civil Service Commission, and City Council;
14. Assists in the coordination and preparation of the Employee Benefits Fair;
 15. Assists in the coordination of the employee anniversary award program;
 16. Drafts routine correspondence, job advertisements and reports;
 17. Coordinates bilingual examinations; and
 18. Updates and maintains human resources related items on the City's website and intranet services.

MINIMUM QUALIFICATION

Education, Training, & Experience

Graduation from high school or G.E.D. equivalent required; possession of Bachelor's Degree from an accredited four-year college or university with major course work in social sciences, human resources, political science, public administration, English, humanities or related field is desirable. Specific course work, in-services, seminars, in public sector human resources is desirable or an equivalent combination of training, education and experience.

A minimum of one (1) year of increasingly responsible technical/administrative support experience as a Human Resources Assistant, Human Resources Aide, Intern or similar position for a local government agency or an equivalent combination of education, training and experience.

License; Certification; Special Requirements

Must possess a valid California Class C driver's license. Bilingual Preferred.

QUALIFICATION

Knowledge of:

1. Testing and other human resource selection processes.
2. Employee compensation and benefit program administration.
3. Computer systems and commonly used software applications, such as WP, Word, Lotus, and Excel.

Ability to:

1. Conduct research, compile and summarize information;
2. Compose effective written correspondence and summary reports;
3. Read and comprehend written manuals of a technical and detailed nature;
4. Perform arithmetical computations and applying formulae;
5. Record and file keep, including information and documents of a confidential technical nature;
6. Oral communications and presentations;
7. Organizing and scheduling assigned work;

8. Follow written and oral instructions;
9. Establish and maintain effective work relationships with all levels of staff
10. Operate personal computer and software applications;
11. Interpret and apply instructions, policies, directions and guidelines;
12. Shift focus rapidly to address emergency organizational needs without losing track of ongoing or preempted duties and responsibilities;
13. Perform responsibilities in a manner consistent with organizational goals and tenets;
14. Maintain positive public service orientation in contact with individuals inside and outside the organization; and
15. Perform required duties and responsibilities maintaining confidential and privileged status of information and data.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.