

## EAST BAY REGIONAL PARK DISTRICT

### **HUMAN RESOURCES ASSISTANT**

**GENERAL FUNCTION:** Under general supervision, performs a variety of paraprofessional and technical duties involved in the administration of the Human Resources Department; plans and implements the District's training program; performs technical and administrative duties related to classification and compensation, recruitment and selection, benefits and employee relations.

**ESSENTIAL FUNCTIONS:** Develops and coordinates comprehensive training and development activities including maintenance of training records, assembling and/or monitors assembly of training manuals and other materials, scheduling training classes and recording attendance. Reviews and approves training requests and expense reports. Conducts new employee orientations. Performs more routine recruitment and selection duties while learning District policies, procedures, techniques and regulations related to Human Resources. Performs special projects as assigned by the Human Resources Manager.

**OTHER FUNCTIONS AND DUTIES:** Conducts salary, benefit program and personnel policy and practice surveys; compiles data; performs research and statistical analysis; and prepares related reports, manuals and policies. Coordinates technical aspects of recruitment and testing process including: creation of supplemental questionnaires, written tests and interview questions; and coordination and scoring of written and performance tests. May monitor written and performance tests in lieu of assigned Personnel Officer. Performs related duties as required. Performs clerical duties related to the District's training program including data entry, updates and maintenance, form processing and filing.

#### **MINIMUM QUALIFICATIONS**

Education: Four year degree in business or a related field; and

Experience: Three years related administrative experience. Training background highly desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of training assessment and practices. Knowledge of correct English usage, including spelling and grammar. Knowledge of office practices, procedures and standard office equipment. Ability to perform independent research of a variety of technical issues. Ability to work effectively under pressure and with frequent interruptions. Ability to read and apply complex rules, regulations and procedures relating to personnel work. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public with a focus on quality service to internal and external customers. All responsibilities and duties must be performed in a confidential and tactful manner utilizing good judgment.

**SPECIAL CONDITIONS OF EMPLOYMENT:** Certain positions will require a valid California driver's license as a condition of initial and continued employment in this classification.

**REPORTS TO:** Human Resources Manager

Employment Category: AFSCME LOCAL 2428, (Monthly Salary Effective 3/24/01: \$4,265 - \$4,681)

Approved By Board: August 21, 2001, Resolution No. 2001-8-195