

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 Division including but not limited to; perform technical and administrative duties related to classification and compensation, recruitment and selection, benefits and employee relations;

ESSENTIAL FUNCTIONS

Performs a variety of clerical and administrative tasks requiring specialized knowledge of Human Resources functions. The essential functions of this position include, but are not limited to: Processing personnel action forms, conducting 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.

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. Updates information contained in Human Resources web pages. 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 Human Resources Officer. Performs related duties as required. Performs clerical duties 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, preferably in a human resources environment.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of office practices, procedures and standard office equipment. Ability to perform independent research of a variety of technical issues. Knowledge of database functions. Ability to work effectively under pressure and with frequent interruptions. Ability to read and apply complex rules, regulations and procedures relating to personnel work. Knowledge of training assessment and practices. Knowledge of correct English usage, including spelling and grammar. 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: The Benefits Manager or the Human Resources Technician

Employment Category: AFSCME LOCAL 2428, (Monthly Salary Effective 3/27/2010: \$5,232 - \$5,742)

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

Revision Approved by General Manager: April 15, 2012

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