

## Santa Clarita Valley Food Services Agency

## Position Description

Position: Human Resources Assistant	Position Number: 2.70
Department/Site: Office	FLSA: Non-exempt
Reports to/Evaluated by: Director of Finance & Administration or his/her designee	Salary Grade: 118

### Summary

Provides technical support to human resources functions such as handling of personnel transactions, records, recruitment and selection, and employment status. Provides support and coordination for certain aspects of the employment process.

### Distinguishing Career Features

The Human Resources Assistant is a paraprofessional position within human resources programs. The Human Resources Assistant requires the ability to provide support an array of human resources services that include but are not limited to employment, employee records, and employee transactions.

### Essential Duties and Responsibilities

- Prepares reports, correspondence, notices, memoranda, charts, forms, agendas, and other documents in support of employment and human resources functions.
- Researches, responds to, or refers employees' questions about personnel policies and procedures, including those found in collective bargaining agreements and Agency policy.
- Maintains and updates information for personnel and subject matter files, ensuring proper treatment of confidential information.
- Assembles applications, supporting materials, and interview/rating guides for selection teams. Communicates with candidates on logistics.
- Arranges finger printing, TB testing, physicals or other required pre-employment criteria. Insures that all required hiring and payroll paperwork is processed on a timely basis.
- May administer and score skill and other tests taken by job candidates. Uses established scoring templates and/or guides.
- Provides employment and general information about the District to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Conducts new employee orientation for staff and reviews paperwork for completeness and data entry to the human resources information system.
- Responds to authorized requests for verification of employment of existing employees.

- Receives, processes, and/or forwards to the appropriate source, employee information updates such as, but not limited to benefits, dependents, and status changes.
- Serves on a variety of interview panels as needed.
- Coordinates staff training and development programs including mandated topics such as Integrated Pest Management (IPM), sexual harassment, mandated reporter, and others.
- Serves as a resource person on personnel procedures, rules, and regulations.
- Makes periodic reviews of state and federal labor laws and informs Administration of changes or updates in the laws. Requires verbal and written correspondence with Agency's labor law attorneys and staff.
- Attends periodic labor law meetings with the Agency's workers' compensation carrier.
- Establishes and maintains employment forms, employee benefit packets, employees training packets and training logs. Posts updates to the Agency's website.
- Maintains the database for Affordable Care Act (ACA) reporting using the Agency's proprietary software; works with the established vendor to meet deadlines.
- Maintains and completes reporting requirements for (including, but not limited to) EDD, EEOC, CARB and CERS Reporting.
- Prepares and coordinates safety training materials and assists with semi-annual safety drills.
- Works with the Director of Finance to reconcile and balance general ledger accounts and makes necessary journal entries to correct errors.
- Provides technical support to Administrative staff during month end and year-end closings. Responds to the Agency's financial auditors and sends documents upon their request.
- Corresponds with employees regarding protected leaves (e.g. FMLA, PDL). Follows up on employee documents required to return to work after injury or illness. Meets employee notifications as required by law.
- Sends COBRA materials to terminating employees. Meets employee notifications as required by law.
- Annually updates the Agency's Handbook and related policies; post new updates to the Agency's website.
- Using current procurement procedures, secures quotes for the purchase of employee uniforms. Coordinates the employee's uniform allotment and delivery.
- Compiles information and reports for federal, local and private agencies.
- Notifies administrative staff of due dates for performance evaluations. Monitors receipt and follows up on late evaluations.
- Maintains up-to-date and complete personnel files that comply with record retention

requirements.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires a basic knowledge of generally accepted personnel management practices, including fair employment practices and laws. Requires a basic knowledge of the features of classification, compensation, payroll procedures, and employee benefit plans. Requires knowledge of and skill at using a personal computer for word processing, tabulating data on spreadsheets, accessing and entering data onto relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires sufficient math skills to compute sums, averages, ratios, products, and quotients. Requires sufficient language, grammar, and writing skill to prepare professional correspondence. Requires sufficient human relation skills to convey technical concepts to others, exercise patience in working with a diverse customer base, to deal with sensitive and confidential information, give instructions, and facilitate discussions with individuals.

### **▪ Abilities**

Requires the ability to carry out all aspects of the position. Requires the ability to learn, apply and interpret policies, procedures, techniques, and rules governing human resources management at the Agency. Requires the ability to prepare professional correspondence for routine communications with insiders and outsiders. Requires the ability to learn and apply regulatory requirements applicable to the job. Requires the ability to learn and interpret provisions of collective bargaining or meet-and-confer agreements. Requires the ability to maintain up-to-date files and ensure security and confidentiality of information.

### **▪ Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to campus locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write, to keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.

### **▪ Education and Experience**

The position typically requires an Associates degree in human resources, or a related area, and 2 years of progressively responsible experience. Additional experience may substitute for some higher education. Bi-lingual (Spanish) desired.

### **▪ Licenses and Certificates**

May require a valid driver's license.

### **▪ Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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