

TITLE: PERSONNEL ASSISTANT I - II

DEFINITION: Under general supervision, performs a variety of increasingly responsible para-professional and technically complex duties in a variety of human resources functional areas.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the journey-level duties of the classification.

Grade Level II- Performs the most complex duties of the classification.

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

- Responds to inquiries regarding the Human Resources Management System, personnel policies and procedures, employee benefits, salary resolution, and various City documents;
- Develops, verifies and distributes reports;
- Provides technical assistance to City departments;
- Interprets City-wide policies and procedures relating to a variety of Human Resources activities;
- Tracks information using various software programs on a computer;
- Assists managers and staff in the collection, analysis and evaluation of data related to Human Resources programs;
- May assist in coordinating employee benefits programs such as Deferred Compensation, Long-Term Care, health and dental insurance;
- May review, verify, edit, and input personnel/benefit transactions;
- May perform lead supervision and training of subordinate personnel;
- May make recommendations regarding modifications to Human Resources programs and policies;
- May develop and maintain Internet/Intranet web pages/sites;
- May organize and participate in personnel-related training;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Education equivalent to two years of college from an accredited college or university.

- Two years of experience performing human resource related functions such as employee benefits, human resource automated systems, Equal Employment Opportunity (EEO), and/or employee training programs.
- Any combination of education and human resource related experience totaling four years.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to gather and organize data;
- Ability to interpret and apply the Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, and Payroll/Personnel Procedures, Personnel Policies and Procedures, Administrative Regulations, and employee benefit provisions;
- Proficiency with computers and automated human resources systems;
- Ability to effectively communicate orally and in writing.

HISTORY:

Revised 06/23/98

Approval/Adoption Date: 11/18/98 Civil Service

Commission Revision/Approval: 02/03/2021