



HUMAN RESOURCES ASSISTANT



Description:

Under direct supervision, performs a variety of office clerical duties and administrative tasks of a human resources nature in support of one or more professional or management positions. Provides clerical assistance to applicants, District employees, and Human Resources Department staff in the processing of personnel transactions and in the compilation of data; performs related duties as required.

Distinguishing Characteristics:

Positions in the class are characterized their responsibility to perform various entry level personnel assignments in clearly delineated areas requiring general program knowledge. Positions are distinguished from the Office Assistant Series by ongoing confidential relationship with one or more specified management or professional positions.

Duties may include, but are not limited to:

1. Screens and directs calls; provides information requiring some interpretation of procedures and supervisors viewpoint; tracks all incoming payroll and Human Resources mail.
2. Gathers data and computer statistics concerning completed recruitment and selection procedures and recommends and implements adjustments accordingly.
3. Types letters, reports, memos, numerical and technical materials and minutes from draft; composes brief, factual correspondence following general directions or notes.
4. Schedules all physicals for the department including pre-employment, return to work and other miscellaneous appointments; contacts all employees and prospective employees with physical information; answers all questions related to physicals.
5. Prepares the Department of Justice billing; tracks all fingerprinting; orders vouchers and prepares transfers for payment.
6. Assists the Human Resources Division Manager, Assistant Human Resources Division Manager and Human Resources Analyst; takes, transcribes and distributes meeting minutes; schedules meetings and conferences; prepares meeting materials and folders; takes phone messages; makes travel arrangements and prepares expense reports.
7. Coordinates the Volunteer Program including updating master volunteer orientation checklist and paperwork, conducting all volunteer orientations and tracking all volunteers within the Department.
8. Coordinates the processing of Paid Call Firefighter applications from outlying fire stations and reviews applications for completeness; submits applications for approval; schedules physicals and notifies applicants accordingly; gathers all new hire paperwork to submit completed application to payroll clerk for processing.

9. May assist in the preparation of preliminary recruitment plans for filling extra-help and entry-level position vacancies; drafts recruitment advertisements from job announcements; posts jobs to web sites; assists the HR Analyst in the development of written job announcements and supplemental questionnaires used in conjunction with employment applications and interview questions.
10. May notify applicants of decisions; answers questions and advises applicants on the status of their applications, specific employment requirements and examination processes.
11. Administers written testing including determining the dates, times and location of the testing, and coordinating related details such as reserving test room, gathering test materials, filling out scoring forms, and ordering test supplies.
12. Arranges for panel interviews including assisting in determining the dates, times, and location of the interviews, and coordinating related details such as gathering interview materials, creating a master interview schedule and sending letters to panel members.
13. Keeps and maintains files, logs and records, including fiscal, personnel and payroll records; searches for specific material and compiles reports as instructed.
14. Tracks and monitors the Districts DMV Pull Notice Program.
15. Provides vacation or temporary relief as required.
16. Provides other duties as required.

Typical Qualifications:

Two years of highly responsible office clerical or secretarial experience, which must include public contact experience; explaining rules and regulations or policies and procedures; and using computer based systems (i.e. databases, word processing, spreadsheets) to assist employees and the public. Experience in human resources or an employment services office is highly desirable.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 40070

Salary Range: N18

Representation Unit: Non-Represented

Last Updated: 9/21/09