

## **HUMAN RESOURCES ASSISTANT (Confidential)**

### **DEFINITION:**

Under general supervision, performs a variety of administrative and confidential support functions; assists in exam administration; coordinates human resources committees; develops spreadsheets and performs research on sensitive/confidential issues; interacts with a variety of vendors to resolve conflicts; prepares purchase orders and invoices; acts as receptionist and performs related duties as required.

### **CLASS CHARACTERISTICS:**

A critical element of this classification is its function within a highly confidential environment. While performing duties and responsibilities of the classification incumbents must abide by applicable laws, rules and regulations, established guidelines, and lines of authority dictating the proper handling of confidential information and documents.

This classification is distinguished from the next higher-level class of Human Resources Technician in that incumbents of the latter class have a greater level of independence in the performance of duties and responsibilities as well as a broader level of knowledge of the principles, practices and laws governing the human resources field. It is further distinguished from other clerical classifications in that the knowledge necessary to support human resources activities is very specific and the necessity for confidentiality is critical.

**EXAMPLES OF DUTIES:** The duties listed below are illustrative only. They are not meant to be a full and exhaustive list of all of the duties and responsibilities of the classification.

- Produces a variety of confidential documents, reports and spreadsheets utilizing computer software, and on-line systems.
- Assists in the administration of City recruitment processes posts job announcements; reviews employment applications; notifies candidates of their status in the recruitment process; proctors examinations including but not limited to oral, written situational and physical performance.
- Utilizes an applicant tracking database system and HRIS to perform various transactions and generate reports.
- Establishes and maintains confidential personnel files and other related documents; reviews files for accuracy; submits information to outside agencies regarding City staff and City functions.
- Coordinates and conducts new hire orientations and performs onboarding functions.
- Processes purchase requisitions, claim vouchers and purchase orders as required for payment of City benefits, human resources purchases and payments; resolves billing and/or vendor conflicts; ensures timely payments to avoid interruption of benefits and charge privileges; assists in the development and administration of the human resources budget.
- Sorts, opens, categorizes and distributes incoming mail.

- Greets and assists visitors and callers answers and routes calls as needed.
- Schedules meetings and coordinates safety committee activities and functions.
- Checks department email and voicemail boxes and distributes messages to appropriate staff.

### **MINIMUM QUALIFICATIONS**

Any Combination of education and experience as follows:

Education: Equivalent to graduation from high school. An Associate's degree is preferred.

and

Experience: Equivalent of three (3) years of full-time increasingly responsible administrative experience.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** modern office administrative practices and procedures; record keeping, report preparation and filing methods; business mathematics; correct English usage including spelling, punctuation, vocabulary and grammar; effective methods of communication both verbally and in writing.

**Ability to:** prepare a variety of documents including statistical information and confidential communications; maintain the confidentiality of all information received, requested and/or disseminated; apply applicable laws, rules and regulations as required; read, interpret and apply budget provisions and allocations to human resources activities; make recommendations regarding improving human resources functions, procedures and processes; establish effective working relationships with those contacted in the course of the work; resolve discrepancies and make adjustments to benefits as required; corrected; perform related duties as may be required.