

CSC Adopted: May, 2012, CSC Revised: _____

Class Title: Human Resources Assistant II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs administrative and technical duties in one or more areas of human resources within the City’s central Human Resources Department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Receives inquiries and requests from employees and the general public, ascertains the needs of the customer and provides appropriate assistance and information; escalates customer service issues as needed. Answers inquiries and explains personnel policy and procedures.
	S	Performs a wide range of routine and non-routine administrative tasks assisting with daily operations and efficiency of the Human Resources Department, e.g., types correspondence; receives, organizes and distributes departmental mail; schedules the HR conference room; answers telephones and greets visitors; routes calls; and directs inquiries to appropriate parties; assists training specialists in preparing materials for new employee orientation as well as other training sessions; maintains training logs and provides feedback to department managers; coordinates and maintains various departmental and employee files; assists with scanning of department files and documents; reviews completed hire packages for accuracy and approvals; validates parking for visitors to Human Resources; acts as the backup for issuing employee identification cards, researching card issues and requesting security access from the Security Manager; submits office supply orders and equipment maintenance requests; may assist in the development of front office procedures; maintains performance evaluation tracking systems; closes out employee files when employees retire, resign, or transfer; prepares personnel files for archiving; labels, packs, ships and tracks archived records; prepares and sends conditional offers of employment or rejection letters; maintains and enters personnel related information into the HRIS database; assists with a wide variety of special projects and programs.
3	S	Supports applicants with online recruitment system account setup, application completion, application updates, and application submissions; responds to applicant inquires regarding application statuses in the recruitment process; may assist with recruitment system job specification updates and new entries as needed.
4	S	Coordinates the City’s pre-employment and random drug screen program; processes new employee background checks.
5	S	Performs related duties as assigned.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency.
Experience	Two years clerical experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read correspondence and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others. Work requires team involvement and development
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Copier, fax machine, filing, mail and memo distribution
Sitting	C	Computer, desk work, meetings, training classes, driving
Walking	C	Copier, inter-office, to/from buildings
Lifting	O	Office supplies, files, binders, paper
Carrying	C	Office supplies, files, binders, paper
Pushing/Pulling	F	File cabinet, chairs
Reaching	F	Overhead cabinets, office supplies, files, binders
Handling	C	Office supplies, files, binders, paper
Fine Dexterity	C	Computer keyboard, calculator, typewriter, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Retrieving items from floor or lower shelves
Twisting	N	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing, driving
Hearing	C	Telephone, co-workers, staff, visitors, meetings, training classes
Talking	C	Telephone, co-workers, staff, visitors, meetings, training classes
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, AFIN, Departmental Budget Request System, Internet, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)