

CONEJO RECREATION & PARK DISTRICT

Job Title: Human Resources Assistant

Division: Management Services

Summary:

Under general supervision, performs a variety of support duties in personnel program areas, in accordance with policies and procedures.

Essential Duties and Responsibilities:

- Schedules pre-employment examinations, assures completion of all required documentation, and orients new employees.
- Compiles, organizes and maintains statistical information regarding each employee's position title, job class and step; prepares related reports.
- Initiates and tracks performance evaluations.
- Performs tasks relating to health, retirement and insurance benefits, including related notification, correspondence and staff support.
- Tracks temporary employees' employment data, and advises supervisors of needed status changes.
- Maintains personnel files and related records.
- Assists with recruitment process.

Other Duties and Responsibilities:

- Communication liaison regarding medical leaves of absence and unemployment issues.
- Performs bank reconciliations.
- Performs duties of Receptionist during portions of each day.
- May be required to deliver documents and materials to various sites.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

High school diploma; two (2) years of experience in personnel administration; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from managers and employees.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and statistical information.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written or oral form.

Certificates and Licenses:

California Driver's License

Other Required Skills:

Use of word processing and spreadsheet programs.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is generally not exposed to hazardous conditions in the environment. The noise level is moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee is occasionally required to lift up to 10 pounds. The vision requirements include close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Human Resources Assistant
JD1004 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.