



**DECEMBER 2018**  
**FLSA: NON-EXEMPT**

## **HUMAN RESOURCES ASSISTANT**

### **DEFINITION**

Under direct or general supervision or direction, performs a variety of responsible technical and administrative support activities for human resources functions, including assisting with recruitment, benefits administration, and various related special projects; prepares, reviews, and distributes human resources information systems records; assists in completing various human resources studies and reports; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is the second of five (5) levels within the human resources job series. This is a confidential classification that performs the full range of specialized administrative support work in an assigned human resources area, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level perform standardized work and receive instruction or assistance as new or unusual situations arise. This class is distinguished from the Human Resources Analyst in that the latter is a professional-level class responsible for administering human resources programs.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Assists with the recruitment process by verifying results for alcohol and drug screening, background checks and pre- and post-offer employment physicals.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions / practices, and/or reports unsafe work conditions / practices to assigned supervisory or managerial staff.
- Coordinates, updates, and maintains new hire paperwork; creates new hire packets; processes I-9 forms; creates personnel files and employee medical files; assists with badge issuance; reviews all paperwork with new hire and enters information into the computer system.
- Assists in ensuring regulatory compliance and monitoring of short and long-term disability; monitors claims and processes time cards; ensures that proper medical documentation is received.
- Assists in the administration of the deferred compensation plan and various employee programs including Service Awards, Bike to Work Day, and the Rideshare Program.
- Maintains and processes a variety of confidential personnel files including medical information and deferred compensation plans.
- Maintains Human Resources Information System (HRIS) database; updates and ensures accuracy of data; participates in system changes and implementation.
- Researches, compiles statistics, gathers information and computes data; prepares various reports.
- Assists in administering employee benefit plans; audits additions and deletions to plans; ensures

- correct documentation is provided; and assists with coordination of the Open Enrollment process.
- Schedules exit interviews; provides separation checklist to managers and employees; and follows up to ensure that final timesheets are approved and submitted on a timely basis.
- Compiles data and reports results for the shift bid process.
- Maintains participant records for the Van Pool Program and ensures required documentation is current.
- Provides assistance to employees and the public in person, via email and on the telephone; refers inquiries to appropriate human resources staff.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic understanding of policies and procedures related to recruitment, benefits administration, deferred compensation, leave administration, payroll and HRIS.
- Methods, techniques, and practices of data compilation and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Recent and on-going developments related to District human resource operations.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors and District staff.

### **Ability to:**

- Perform detailed human resource administrative support work accurately and in a timely manner.
- Extract and compile data from HRIS system.
- Review human resources documents for completeness and accuracy.
- Maintain accurate and confidential human resources records and the confidentiality of sensitive personal information.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Adhere to safe work practices and procedures in the workplace.
- Effectively communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or G.E.D., supplemented by specialized training in human resources or a related field; AND
2. Two (2) years of clerical, secretarial and/or other administrative work experience in human resources.

**Licenses and/or Certifications:**

➤ None.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.