

PERSONNEL ASSISTANT I/II

DEFINITION

To perform a wide variety of technical, and/or paraprofessional personnel assignments in the development, implementation and maintenance of the County personnel program; and to independently perform special projects and assignments of a secretarial, technical, and/or paraprofessional nature.

DISTINGUISHING CHARACTERISTICS

The Personnel Assistant classification series performs a wide variety of secretarial, technical, and paraprofessional assignments to assist in the provision of personnel services to operating departments, employees and the public. The classification of Personnel Assistant I is the entry level classification in this series and performs the more routine personnel and/or secretarial assignments. It differs from the Personnel Assistant II in that the II requires a higher level of technical and professional ability and incumbents are given the more complex tasks to perform.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Personnel Director. The Personnel Assistant II may provide lead direction to lower level staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintains the Position Allocation List.

Ensures the integrity of the Personnel database.

Performs recruitment and examining assignments.

Performs routine classification actions.

May act as Office Manager.

Receives, reviews and approves payroll/personnel transactions.

Performs basic research and data compilation including the preparation of required reports.

Prepares recruitment plans and materials.

Screens applications for employment to determine if the applicant meets the minimum qualification for the position.

Advises applicants regarding the training, education and work experience requirements for County positions.

Arranges and coordinates with the serviced Departments regarding testing for County positions.

Schedules examinations to include post-offer, pre-employment Physical Examinations.

Prepares and maintains standing lists for County positions.

Performs and responds to Salary Surveys.

Assists the Personnel Director in the monitoring of accounts payable and receivable.

Assists the Personnel Director in any work assignment requiring data collection and/or report preparation.

Responds to inquiries from employees and the public on a wide variety of personnel related topics.

Assists the Personnel Director in managing the P.E.R.S. Health Plans and other Employee Benefit Plans.

Responds to inquiries from employees and the public regarding Employee Benefit Plans.

Prepares a variety of correspondences.

Prepares and proofreads a variety of reports, statistical charts, legal notices, agendas, contracts and news releases; type from rough draft, verbal instructions or transcribing machine recordings.

Screens office visitors and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned department.

Compiles and organizes data for special projects; collect and assemble data and background materials for a variety of reports.

Uses a personal computer or other data processing equipment to input, access, and process information.

May make presentations to groups of applicants, employees, and members of the public on personnel matters.

Verifies and reviews materials for completeness and conformance with established regulations and procedures.

Provides information to newly hired employees regarding employee benefits.

Assists employees in the completion of P.E.R.S Health enrollment forms and other forms related to employee benefits.

Prepares, organizes, and maintains filing systems.

Maintains records related to specific area of assignment.

Operates a variety of office equipment.

May develop, design and modify programming applications using available software including human resource management, database management, word processing, and spreadsheet programs; may install computer software.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic budgeting methods

Secretarial practice and procedures.

General principles of personnel administration.

Personnel Department functions.

Modern office practice, procedures, methods, and computer equipment.

Computer software functions of and use, especially modern human resource management, database management, word processing, and spreadsheet software.

Business letter writing and report preparation

Principles and procedures of filing and record keeping.

English usage, spelling, grammar and punctuation.

Basic arithmetic.

Basic principles and practices of bookkeeping.

Ability to:

Perform responsible and difficult secretarial, technical and paraprofessional personnel work involving the use of independent judgment and personal initiative.

Learn and apply departmental policies, procedures and rules.

Interpret and apply with good judgment applicable rules, regulations, and policies.

Learn and apply Federal, State, and local laws, codes and regulations pertaining to the personnel department.

Learn the advanced functions of modern human resource management, database management, word processing, and spreadsheet computer software.

Independently prepare correspondences and memorandums.

Compile and maintain records.

Use a keyboard at a speed necessary for successful job performance.

Operate and use modern office equipment including a personal computer.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Personnel Assistant I

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible technical and/or secretarial experience in a personnel office; or equivalent experience performing secretarial, personnel and/or payroll activities.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial and personnel training.

Personnel Assistant II

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year as a Personnel Assistant I in Glenn County; or three years of increasingly responsible technical and/or secretarial experience in a personnel office; or equivalent experience performing secretarial, personnel and/or payroll activities.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial and personnel training.

Personnel Assistant	I	II
Classification Code:	4932001	4932002
Bargaining Unit:	07	07
FLSA Status:	Y	Y
Workers' Compensation Code:	8810	8810
Pay Table:	CNTY	CNTY
Range:	Refer to current "Class Range Sort List"	