



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: PERSONNEL ASSISTANT I - II**

**DEFINITION:** Under general supervision, performs a variety of increasingly responsible para-professional and technically complex duties in a variety of human resources functional areas.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Performs the journey-level duties of the classification.

Grade Level II- Performs the most complex duties of the classification.

**EXAMPLES OF DUTIES:**

The functions of the classification may include, but are not limited to, those listed below:

- Responds to inquiries regarding the Human Resources Management System, personnel policies and procedures, employee benefits, salary resolution, ADA accessibility issues, and various City documents;
- Develops, verifies and distributes reports;
- Provides technical assistance to City departments;
- Interprets City-wide policies and procedures relating to a variety of Human Resources activities;
- Tracks information using various software programs on a personal computer;
- Assists managers and staff in the collection, analysis and evaluation of data related to Human Resources programs;
- May assist in coordinating employee benefits programs such as Deferred Compensation, Long-Term Care, health and dental insurance;
- May review, verify, edit, and input personnel/benefit transactions;
- May perform lead supervision and training of subordinate personnel;
- May handle ADA access complaints from the general public and City departments;
- May assist with staff support to the Citizens Advisory Commission on Disabilities (CACOD);
- May make recommendations regarding modifications to Human Resources programs and policies;
- May develop and maintain Internet/Intranet web pages/sites;
- May organize and participate in personnel-related training;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Education equivalent to two years of college from an accredited college or university;

PERSONNEL ASSISTANT -II (continued)

AND

Two years of experience performing human resource related functions such as employee benefits, human resource automated systems, ADA/Affirmative Action;

OR

Any combination of education and human resource related experience totaling four years;

Ability to gather and organize data;

Ability to interpret and apply the Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, and Payroll/Personnel Procedures, ADA/Affirmative Action law, and employee benefit provisions;

Experience with personal computers and automated human resources systems;

Ability to effectively communicate orally and in writing .

**HISTORY:**

Revised 06/23/98

Approval/Adoption Date: 11/18/98 Civil Service Commission