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, 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 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 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.
Two years of experience performing human resource related functions such as employee benefits, human resource automated systems, Equal Employment Opportunity (EEO), and/or employee training programs.

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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, Personnel Policies and Procedures, Administrative Regulations, and employee benefit provisions;
- Proficiency with 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 Revision/Approval: 02/03/2021