

City of Imperial Beach
POSITION DESCRIPTION

Title: Personnel Services Assistant
Department: City Manager
Division: Personnel

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and professional work in analyzing and administering various components of the personnel system of the organization, including job analysis, compensation analysis, applicant screening, examination, selection, and training.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant City Manager/Personnel Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Advises management on compensation actions for employees.

Reviews proposed salary actions to ensure conformance with established guidelines and policies.

Participates in salary surveys to determine organization's market relationship.

Writes job descriptions and develops recommendations to adjust salary structure.

Reviews proposals for new or revised classifications to determine appropriate salary grade assignment.

Assists in the administration of the employee performance appraisal system.

Develops and implements salary administration guidelines.

Consults with management to determine type, scope, and purpose of various personnel studies.

Studies current organizational occupational data and compiles distribution reports, organization and flow charts, and other background information required for study.

Observes jobs and interviews workers and supervisory personnel to determine job and worker requirements.

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Analyzes occupational data such as physical, mental, and training requirements of jobs and workers and develops written summaries such as job descriptions, job specifications, and lines of career movement.

Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs.

Develops, posts, and advertises position vacancies; recruits, interviews, and assists in the selection of employees to fill vacant positions.
Searches for and recruits applicants for open positions.

Reviews employment applications and evaluates work history, education and training, job skills, compensation needs, and other qualifications of applicants.

Records additional knowledge, skills, abilities, interests, test results, and other data pertinent to selection and referral of applicants.

Informs applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company and/or union policies, promotional opportunities, and other related information.

Keep records of applicants not selected for employment.

Administers manual and dexterity tests to applicants.

Conducts or arranges for oral interviews, and skills, intelligence, or psychological testing of applicants, as appropriate and permissible; develops and administers oral examinations, written examinations, or assessment center examinations.

Evaluates selection and placement techniques by conducting research or follow-up activities and conferring with management and supervisory personnel; conducts background and reference checks on candidates.

Prepares a variety of studies, reports and related information for decision-making purposes.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

May conduct exit interviews.

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Keeps record of insurance coverage, pension plan, and personnel transactions such as hires promotions, transfers, performance reviews, and terminations.

Conducts wage survey within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

Represents organization at personnel related hearings and investigations.

Keeps records of hired employee characteristics for governmental reporting purposes.

Prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

Recommends benefit plan changes to management.

Notifies employees and labor union representatives of changes in benefits programs.

Prepares personnel forecast to project employment needs.

Attends various employee and personnel related committees as City's representative member.

PERIPHERAL DUTIES

May investigate accidents and prepares reports for insurance carrier involving City employees and vehicles; May evaluate services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of organization; May assist in labor relations.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

- (A) Graduation from an accredited four-year college or university with a degree in human resources, public administration, business management of a closely related field, and
- (B) Three (3) years of experience in a human resources capacity, or
- (C) Any equivalent combination of education and experience.

KNOWLEDGE OF

Considerable knowledge of modern policies and practices of public personnel administration; considerable knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; Skill in preparing and administering job descriptions, announcements, and examinations; skill in analyzing personnel programs and systems; skill in operating the listed tools and equipment.

ABILITY TO

Ability to analyze and interpret comprehensive job requirements; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with applicants, employees, city officials, labor unions and the general public; ability to maintain confidential and sensitive information; ability to understand and follow instructions.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT

Requires frequent use of personal computer, including word processing, database and spreadsheet programs; calculator, telephone, copy machine and fax machine.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

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The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.