

Personnel Assistant

Open Competitive Examination

Part-time employees are appointed by and serve at the will of the Department Head.

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a part-time Personnel Assistant.

Under general supervision, the Personnel Assistant performs routine administrative duties in support of the Personnel Division; assists in the recruitment process and human resource data entry, tracks and processes performance evaluations, scans documents, files, maintains confidential records, deals with the public in person and by telephone; and performs other related duties as assigned.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Answers, screens and refers telephone calls; answers questions from students, faculty, staff, vendors and the public regarding employment at the City; greets and directs visitors to the appropriate department or staff member; answers written inquires for standard information.
- Answers employee and candidate questions regarding City human resources policies, procedures, programs and services including clarification of hiring process and timeline, personnel policies, and basic benefits and leave information.
- Enters data into the computer system regarding appointments, assignments, transfers, leaves of absence, dismissals, layoffs, resignations and other personnel actions; updates payroll records applicable to pay increases and special negotiated pay types.
- Assists new and returning seasonal employees with completion of pre-employment requirements and with payroll and benefits paperwork; verifies accuracy of information with third parties and inputs or updates data in the system; pulls and stores files for inactive employees.

IMPORTANT AND ESSENTIAL DUTIES

(Continued)

- Monitors and maintains inventories of supplies and materials.
- Assists with gathering data for job postings.
- Drafts, formats, types, proofreads, edits and prints correspondence, memoranda, calendars, requests, forms, lists, reports, schedules, rosters, statistical and other human resources documents; assembles new-hire information packets, benefits information packets and employment information packets.
- Opens, time stamps, logs and routes office mail; stuffs, sorts and prepares outgoing mail for pickup; retrieves delivers and sends faxes; retrieves, duplicates, scans, distributes and/or files a wide variety of records and documents; pulls files upon request; makes new file folders, indexes and cross-references.
- Inputs data and processes purchase requisitions, purchase orders and check request; may calculate or collect fees; verifies the accuracy of receipts and invoices; updates spreadsheets to track budgets and purchase orders; ensures invoices comply with contracts; validates information with vendors.
- Schedules appointments and interviews; assists with preparation for Citywide meetings; schedules use of conference and meeting rooms; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies and audio visual equipment.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge Of:

- Modern office practices, principles, procedures, machines and computer software, internet, e-mail, fax, and copiers.
- Sorting, alphabetizing and filing of documents, records, reports, forms or other materials.
- Basic office communication skills and telephone ethics.
- Personnel operations and procedures.

Ability To:

- Deal judiciously with highly confidential information and materials.
- Understand and follow written and oral instructions.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

(Continued)

Ability To:

- Type accurately at a speed of not less than 40 words per minute.
- Communicate effectively orally, and maintain effective working relationships with co-workers, supervisor, City officials, and the general public.
- Understand and speak Spanish (highly desirable).

EXPERIENCE AND TRAINING GUIDELINES

Experience: Two years of progressively responsible experience in technical or administrative support in a human resources office or in the administration of benefits and payroll activities is required. Experience in a public agency or municipality is preferred.

Training: High School graduation or its equivalent is required.

Work Schedule: Part-time; about 30 hours per week.

Special Requirements: must possess and maintain a valid California Class C Driver License. Must stay current in field and acquire all necessary training that new technological changes and new laws may present.

Essential Duties Require the Following Physical Abilities and Environmental Conditions: Ability to sit, stand for long periods, walk, kneel, reach, twist, lean, climb and lift supplies/forms, operate a computer keyboard, calculator, and telephone for long periods, and tolerate exposure to vibration, pitch and glare from a computer.

APPLICATION PROCESS

Interested applicants should complete designated City application forms and return them to the Personnel Division at San Fernando City Hall on or before Tuesday, May 29, 2018, at 5 pm.

Applications may be picked-up at San Fernando City Hall (117 Macneil Street, San Fernando); **OR** via email (llopez@sfcity.org); **OR** you may complete an application online (www.sfcity.org).

Completed application should be returned to:

***City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1220***

SALARY AND BENEFITS

\$20.51 - \$25.41 Per Hour

Limited benefits are applicable as may be stipulated in the City's Salary Resolution.

EMPLOYMENT PROCESS

The City of San Fernando only accepts applications for positions which are currently open. All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

Applications are screened for relevant education, experience and/or licensing requirements as stated on the employment opportunity bulletin. Those persons most qualified may be required to compete in any combination of written, oral or performance examinations.

Applicants who require special testing arrangements must contact the Personnel Office prior to the final filing date. Candidates who successfully pass the examination process are placed on an eligibility list.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the city's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports. The weather in San Fernando is Mediterranean, with average annual rainfall of 12 – 17 inches, and 44% humidity. Temperatures range from highs of 90 degrees in summer to lows of 47 degrees in winter.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



**INVITES
APPLICATIONS
FOR**

***Personnel
Assistant***

Open Competitive Examination

SALARY

\$20.51 - \$25.41 Per Hour

FILING DEADLINE:

Tuesday, May 29, 2018

@ 5 pm