

Personnel Assistant

Open Competitive Examination

This is a non-represented, full-time position, with access to confidential records and privileged information.

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Personnel Assistant in our Personnel Division of the Administration Department.

Under general supervision, performs varied clerical, typing and complex office duties; provides general office assistance in specialized personnel work and programs; deals with the public in person and by telephone; maintains confidential records and assists in office operations and procedures; performs other duties as assigned.

IMPORTANT & ESSENTIAL DUTIES

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

- Performs a variety of clerical work including typing, data entry, filing and recording of information.
- Operates office machines, including computers, fax machines, and copiers.
- Prepares job bulletins and posts on various professional websites. Accepts and processes employment forms and applications, as well as other related documents.
- Provides clerical assistance in all aspects of recruitment and selection, including administering tests and interviews (in-person & virtually).
- Assists applicants, City employees, and public by serving as the first point of contact for the Personnel Division by phone and at the counter. Provides a variety of information where judgment, knowledge and interpretation of policies and procedures may be necessary.
- Performs a variety of general office support duties including drafting, typing and proofreading letters, as well as other correspondences. Maintains automated and manual files, as well as records.
- Prepares periodic and special reports such as Affordable Care Act (ACA) forms and State Controller's Report.

IMPORTANT & ESSENTIAL DUTIES

(continued)

- Processes and files correspondences including memos, timesheets, sick leave papers, performance evaluations, and other personnel forms. Assists in maintaining employee personnel files.
- Provides clerical assistance in workers' compensation and liability administration. Assists in the receipt, processing and filing of claims, and reports from employees, the public and third party administrators.
- Coordinates and processes employee sign-ups for employee relations consortium training, as well as other training programs/requirements (in-person & virtually).
- Provides clerical assistance in all aspects of classification and compensation studies/surveys including updating job specifications, as well as creating relevant database/spreadsheet to communicate the results.
- Assists in coordinating and processing of employee tuition reimbursement requests and paperwork.
- Processes requisitions and purchase orders, as well as invoices for warrant register.
- Provides clerical assistance in the development and administration of employee benefit programs.
- May represent the Personnel Office in a wide variety of meetings with employee groups, professional associations, and other local entities as required.
- May coordinate the maintenance of office machines as needed.
- Performs other related duties as assigned.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, principles and procedures.
- Modern office machines, computer software, Internet, E-mail, fax, and copier.
- Sorting, alphabetizing and filing documents, records, reports, forms or other materials.
- Basic office communication skills such as telephone ethics, virtual meeting operations like Zoom, etc.
- Personnel operations and procedures.

JOB-RELATED & ESSENTIAL QUALIFICATIONS

Ability to:

- Deal judiciously with highly confidential information and materials.
- Understand and follow written and oral instructions
- Type accurately at a speed of not less than 40 words per minute.
- Communicate effectively orally, and maintain effective working relationships with co-workers, Supervisors, City officials, and the public.
- Understand and speak Spanish is highly desirable.

EXPERIENCE & TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

- Two years of general, clerical experience is required. Prior experience in personnel operations is highly desirable.

Training:

- Graduation from High School or GED equivalent is required.

Special Requirements:

- Must possess a valid California Class C driver's license and as condition of continued employment, as well as maintain insurability under the City's vehicle insurance program.
- Must stay current in field, and acquire all necessary training that new technological changes may present.

Physical Requirements:

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, telephone for long periods, and tolerate exposure to vibration, pitch and glare from a computer.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

SALARY AND BENEFITS

\$51,048-\$62,016 per year

RETIREMENT: Public Employees' Retirement System (PERS), 3% @ 60 and 2% at 55 formulas for Classic members, depending on hire date; and 2%@62 for PEPRA members. All are integrated with Social Security. City pays full portion of employee's share of PERS for Classic members only.

MEDICAL INSURANCE: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents.

LIFE/AD & D INSURANCE: City pays for \$50,000 term life/AD & D insurance policy. Additional voluntary purchase (at group rate) of up to \$100,000 for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

VACATION LEAVE: Accrual varies based on years of service, and ranges from 10 days (80 hours) per year for 0-4 service years to 20 days (160 hours) for 15 service years or more.

SICK LEAVE: 12 days per year- Maximum accumulation of 100 days (800 hrs.) – Accumulation in excess of the maximum is paid at the end calendar year at the rate of 35% of the employee's regular rate of pay.

HOLIDAY: 13 Paid holidays per year.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

BILINGUAL BONUS: \$50 Bilingual pay per month to eligible employees.

LONGEVITY: 3% longevity salary increase after 10 years of continuous service. Additional 1% after 20 years and 1% after 30 years.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year.

APPLICATION PROCESS

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. All applications are screened for relevant education, experience and/or licensing requirements. Those persons most qualified may be required to compete in any combination of written, oral, or performance examinations. 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.

You may pick-up an application at San Fernando City Hall (117 Macneil Street, San Fernando); OR via email (personnel@sfcity.org); OR you may download an application online (SFCITY.ORG/Hiring-Now).

Please forward all correspondence to:

***CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340***

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.



INVITES APPLICATIONS FOR

Personnel Assistant

Open Competitive Examination

SALARY

\$51,048 - \$62,016 Per Year

FILING DEADLINE:

**OPEN UNTIL FILLED
APPLY IMMEDIATELY**

**FIRST REVIEW:
FRIDAY, FEBRUARY 24, 2023**