

HUMAN RESOURCES ASSISTANT

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become a Human Resources Assistant in our Human Resources Division of the Administration Services 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

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG/Hiring-Now/#Job-Specs](https://www.sfcity.org/Hiring-Now/#Job-Specs)

- Provides clerical assistance in all aspects of recruitment and selection, including preparing job bulletins, accepting and processing employment forms and applications, administering tests and interviews.
- Assists applicants, City employees, and public by serving as the first point of contact for the Human Resources 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.
- Coordinates and processes employee sign-ups for employee relations consortium training, as well as other training programs/requirements.

IMPORTANT & ESSENTIAL DUTIES – CONTINUED

- 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.
- 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 Human Resources Office in a wide variety of meetings with employee groups, professional associations, and other local entities as required.

EXPERIENCE & TRAINING GUIDELINES

Knowledge Of:

- Modern office practices, principles and procedures.
- Modern office machines, computer software, Internet, E-mail, fax, and copier.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Basic office communication skills such as telephone ethics, virtual meeting operations like Zoom, etc.
- Human Resources operations and procedures.

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 – CONTINUED

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

Experience:

- Two years of progressively responsible experience in technical/administrative support in a human resources office or in the administration of benefits and payroll activities; or an equivalent combination of education, training and experience.
- Experience in a public agency or municipality is preferred.

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 Abilities & Environmental Conditions:

Regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus.

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

COMPENSATION & BENEFITS

Annual Salary: \$57,420- \$69,768

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

RETIREMENT Public Employees' Retirement System (PERS), 2% at 55 formulas for Classic members 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.

INSURANCE As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance to apply toward medical, dental, and vision benefits offered through the City insurance plans. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

PAID PARENTAL LEAVE Up to 12 weeks (480 hours) of 100% paid time off for pregnancy disability and/or time to bond with new child during approved leave under FMLA and/or CFRA.

VACATION LEAVE Ranges from 10 to 20 days depending on years of service.

SICK LEAVE 12 days per year. Maximum accumulation of 100 days (800 hours).

HOLIDAY 13 days 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: \$100 per month upon passing bilingual (Spanish language) exam to eligible employees.

TUITION REIMBURSEMENT Up to \$3,000 per fiscal year for approved courses.

EDUCATION INCENTIVE 2% above base salary for a Bachelor's Degree and additional 2% for a Master's Degree in related field from an accredited institution.

HOW TO APPLY

DOWNLOAD AN APPLICATION

- Visit SFCITY.ORG/Hiring-Now
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division
117 Macneil Street, San Fernando, CA 91340
HumanResources@sfcity.org | (818) 898-1221

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, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected 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. 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.

POSTED: 3/10/25

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. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES
APPLICATIONS
FOR

HUMAN RESOURCES ASSISTANT

Open Competitive Examination

ANNUAL SALARY

\$57,420- \$69,768

Plus Excellent Benefits

FILING DEADLINE

APRIL 7, 2025 – 5PM

APPLY IMMEDIATELY