

## **HUMAN RESOURCES REPRESENTATIVE, ASSISTANT**

Provides technical human resource services in the areas of recruitment and selection, job classification and compensation.

### **CLASSIFICATION DISTINCTIONS**

This is an entry level, professional classification with responsibility for a limited range of specialized functions and services in human resources. The next higher level of HR Representative performs the full range of HR and Labor Relations functions as a generalist. Specialists work primarily in the recruitment and selection area but will assist significantly in other areas, particularly job classification and compensation survey work.

This is a “bridge” classification, intended as both a promotional opportunity for admin support staff with clerical level HR experience or an entry level classification for new graduates with degrees in Human Resources, Industrial Relations, Public Administration or other closely related fields. HR Specialist may report to the Director or to an HR Representative but provides support to a number of functions and staff within the department.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- In consultation with client departments, develops and carries out recruitment plans which are efficient, effective and affordable.
- Develops and administers systems, procedures, instruments and processes for screening and selecting job candidates. Selection processes for civil service positions are regulated by the civil service commission and rules and may include polygraphs, medical examinations, psychological examinations, agility testing and the use of formal eligibility lists
- Personally review or coordinates the review of job application materials and screens for minimum qualifications and/or to select the most qualified candidates for referral.
- Participates extensively on interview panels, assessment center boards and other elements of the selection process. Serves as either chairperson, rater or both.
- Communicates extensively with job applicants throughout the process and develops and manages a variety of systems for formal communication with and scheduling of job applicants for examinations.
- Develops techniques for documentation of selection process outcomes and documents each process as it goes. Researches and drafts responses to formal and informal challenges and complaints, including those from external regulatory agencies at the federal and state level.
- Responds to salary surveys from outside agencies; assists in the compilation and analysis of salary survey data.

- Composes and sends various correspondence covering a variety of human resource matters, including notification of status to all applicants.
- Conducts studies, analyses, and research on a broad range of technical human resource assignments; completes various required governmental reports.
- Completes or ensures completion of post interview reference checking prior to an offer of employment.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree (partial experience substitution possible -- see below) in human resource management, industrial relations, organizational psychology, public administration or a closely related field, **OR:**

An Associate degree or equivalent college units and two years of responsible technical or clerical experience in human resource emphasizing recruitment, selection, staffing or employment functions.

Other combinations of education, training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of:** basic principles of human resources recruitment, examination, and selection; computerized record keeping/tracking systems; basic knowledge of federal, state, and local employment laws and regulations; contemporary office practices and procedures; business letter writing and basic report preparation.

**Ability to:** provide technical support and assistance to a wide range of human resources programs and services; interpret, apply, and explain human resources policies, techniques, procedures, and programs; communicate clearly and concisely both orally and in writing; make extensive and effective use of automated systems and technology; establish and maintain effective working relationships with co-workers, hiring supervisors, and applicants.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a personal vehicle, and traveling to conferences, meetings, and seminars.

Office use: 6/22/00