

COUNTY OF LASSEN
JOB DESCRIPTION

CLASS TITLE:	Personnel Program Assistant I/II/III	CLASS CODE	AD09
DEPARTMENT:	Personnel Various	UNIT	Confidential
REPORTS TO:	Personnel Director <u>and/or Designee</u>	FLSA STATUS	NON
BOARD APPROVAL	01/27/2009, Revised 11/27/12, Revised 11/9/21, Revised - PENDING	RANGE	1516 /18/20

JOB SUMMARY

To assist in the planning, coordination of the Personnel departmental program and to perform a variety of specialized and responsible administrative, technical, and support functions for that program.

DISTINGUISHING CHARACTERISTICS

Under limited supervision, the Personnel Program Assistant prepares a variety of personnel documents and reports; coordinates various departmental personnel related activities and services; assists in carrying out professional level personnel activities; and performs related work as required.

This paraprofessional class is used in the personnel department. The Personnel Program Assistant assists professional staff in carrying out professional personnel duties in: benefit administration and enrollment; recruitment; classification and pay; labor relations; advice and assistance to supervisors and employees on non-controversial matters; Family and Medical Leave Act; post-employment benefits; and affirmative action. In an assigned department, a Personnel Program Assistant serves as a coordinator and liaison between department staff and personnel department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from Personnel Director and/or Designee ~~Personnel/Risk Analyst~~. May provide technical supervision to clerical personnel or act as lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Perform a wide variety of planning and coordinating activities related to the Personnel Department. Perform support, technical, and administrative duties for that program.

Recommend policy and appropriate procedures for program.

Represent the program needs under direction from Department Head to various other departments and public.

Interpret, apply and explain policies and procedures related to the department; respond to individuals and supervisors requesting services related to area of assignment

Collect information from a variety of resources for use in compiling reports and drafting responses.

Operate, maintain and train others on software programs necessary for program compliance.

Assist in compilation of program budget and purchasing needs.

Process all staff evaluations and ensure accuracy and compliance with procedures.

Receive and review Personnel Actions for accuracy and completion; enter and act as lead in training support staff to enter Personnel Actions in the County's Human Resource Software system.

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Responsible for orientation and induction of new hires.
Coordinates and administers testing activities under broad guidelines.
May sit as panel member for written and/or oral examinations.
Coordinate the establishment, maintenance, and certification of Eligibility Lists.
Reviews a variety of personnel documents for accuracy and completion.
Advises operating department staff on the more routine personnel procedures and policies.
Interprets personnel manual.
Assist county employees with benefits and process required paperwork.
Process all paperwork associated with new hire, termination, retirement, merit increases and performance reviews and input information in personnel software program.
Coordinate Open Enrollment periods with employees, departments and vendors.
Assist the public with employment needs.
Maintains County employee data base and personnel files.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Functions, principles, and practices involved in public personnel systems.
Applicable state, federal, and local ordinances, laws, rules, and regulations affecting program area.
Knowledge of word processing and spreadsheet software. (Must be a qualified typist.)
Modern office procedures, methods, computer equipment, and file management.

Ability to:

Ability to work cooperatively with other employees.
Establish and maintain effective working relationships with those contacted in the course of work.
Organize work, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.
Manage multiple tasks; organize and manage multiple priorities.
Operate computers and related software.
Interpret and apply relevant government codes and laws.
Communicate clearly and concisely, both orally and in writing.
Perform under stress with multiple types of personalities and contacts.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience: Any combination of education and experience that provide the required knowledge, skills, and abilities will be accepted. A typical way to provide that combination would be:

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Personnel Program Assistant I:

Experience:

Three years of responsible skilled clerical experience in positions requiring a high degree of attention to detail and customer service. One year of experience working with employee benefits, payroll, or Personnel associated duties preferred.

Education:

Equivalent to the completion of the twelfth grade. Equivalent to the completion of an Associate of Arts Degree in Business, Personnel Administration, or a related field preferred.

Personnel Program Assistant II:

Experience:

Five (5) years of full-time increasingly responsible secretarial, clerical experience that included responsibility for checking documents for accuracy and conformance with established guidelines and extensive public contact involving interpretation and explanation of departmental policy and procedure. One year of experience in public personnel administration preferred.

OR

Two (2) years experience equivalent to that gained as a Personnel Assistant I.

Education:

Equivalent to the completion of the twelfth grade. Equivalent to the completion of an Associate of Arts Degree in Business, Personnel Administration, or a related field preferred.

Personnel Program Assistant III:

Three (3) years' experience equivalent to that gained as a Personnel Assistant II.

Promotion from the Personnel Program Assistant I to the Personnel Program Assistant II and III can be made without further competition upon satisfaction of the qualification requirement and upon the recommendation of the Department Head.

Licenses and Certifications

Possess and retain a valid California driver's license.

Physical Demands and Working Conditions

The physical demands and work environment 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 regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel outside of the immediate office environment and to make outside visits – occasionally on uneven surfaces with potential access barriers. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system. The noise level in the work environment is usually low to moderate. May come in contact with employees and members of the public who are agitated, argumentative, or confrontational.