JOB DESCRIPTION

Coachella Valley Water District   Date March 2001

TITLE: HUMAN RESOURCES OFFICE ASSISTANT   SECTION: HUMAN RESOURCES

DEPARTMENT: ADMINISTRATION   SRN 20:

REPORTING RELATIONSHIP:

Reports to: Human Resources Director

Supervises the following positions: Not Applicable

DEFINITION: Under general supervision, performs a variety of difficult, sensitive and confidential administrative duties in support of the District's human resources department.

ESSENTIAL FUNCTIONS:

1. Maintains and updates the employee master file in the computer system. Enters all employee new hire, merit, promotion and termination data.

2. Maintains and updates employee personnel files.

3. Enters and tracks performance review dates and assists in monitoring the review process.

4. Generates periodic special notices and reports, including DMV reports.

5. Performs routine assignments in support of recruitment and selection programs, including answering applicant and candidate questions regarding District employment.

6. Provides requested classification, compensation and benefits information to other organizations.

7. With guidance, interprets policies, procedures and regulations to District management, staff and the public in assigned area of responsibility.

8. With minimum direction, organizes, develops and assembles documents, handouts, manuals and other materials for distribution.

9. Prepares responses to employment verification requests in accordance with District policy.

10. Assists employees with tuition and medical/dental reimbursement request approvals; prepares and submits forms for reimbursement checks.

11. Provides administrative support, greets and assists applicants and employees as needed.
ESSENTIAL FUNCTIONS (Cont.):

12. Provide information to employees' retirement questions, process retirement estimates and complete required PERS paperwork.

13. Reconcile billing for DOT testing, unemployment and physicals. Prepare and submit forms for reimbursement checks.

MINIMUM QUALIFICATIONS:

License or Certificates: Must possess a Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Abilities:
- Organize, set priorities and exercise independent judgement in areas of responsibility.
- Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
- Establish and maintain effective working relationships with those encountered in the course of work.
- Represent the department effectively in meetings.
- Understand and follow written and oral instructions.
- Communicate effectively orally and in writing.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
- Organize and maintain personnel and related human resources files.
- Operate a computer using word processing, spread sheet and other business software as well as operating other standard office equipment.

Knowledge of:
- Practices and techniques in administering human resources management programs, including basic methods and practices of public personnel administration and applicable federal, state and local laws and regulations.
- District personnel policies.
- Basic research methods and analysis techniques.
- Principles and practices of sound business communication and letter writing.
- District benefit programs and options, including PERS.
- Record keeping and filing practices and procedures.
MINIMUM QUALIFICATIONS (Cont.):

Education and Experience: Graduation form high school or G.E.D. equivalent, and five years of increasingly responsible office administrative experience including recordkeeping, data entry, business correspondence, and basic human resources practices; or an equivalent combination of training and experience that would prove qualifying. Completion of college-level courses in human resources is desired but not required.

PHYSICAL REQUIREMENTS:

Driving: Light.

See Human Resources for physical assessment form.