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TITLE: Human Resources Assistant

SRN A28: \$5,276 - \$7,217, Monthly, Non-Exempt

Bargaining Unit: Non-Rep/At-Will/Confidential

DEPARTMENT: Human Resources Assistant

REPORTING RELATIONSHIP:

Reports to: HR Administrator, HR Director

Supervises the following positions: N/A

| Procedures for internal applicants interested in this vacancy include the following: |
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| Review of minimum qualifications |
| Review of personnel file |
| Testing/ Assessments: Intermediate Excel, Word, and PowerPoint |
| Oral Interview(s) |

JOB SUMMARY:

Under general supervision of the Human Resources Director and direct supervision by the Human Resources Administrator, the Human Resources Assistant performs a variety of responsible human resources administrative work, professional, technical, and analytical activities in support of the District's human resource management programs and initiatives; areas of support and assistance include, but are not limited to recruitment and selection, employee relations, performance management, training and development, and benefits administration. This position is privy to highly confidential information relating to the decisions of District management affecting District and organizational issues, employer-employee relations, and handles information that is sensitive and confidential in nature.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

General (without limitation)

1. Provides day-to-day administrative support to the Human Resources department and serves as the primary contact with employees and the general public as it relates to HR matters.
2. Maintains and updates the employee master file in computer systems and personnel files. Enters all employee new hire, performance review, merit, promotion and termination data.
3. Assists with routine human resources activities relating to an assigned program area in accordance with applicable human resources policies, procedures, methods and techniques.
4. Assists in performing the more routine analytical and administrative duties related to preparation of reports, and conducting analysis in assigned area of responsibility.
5. Works within established procedures and guidelines in providing assigned human resources services, and reviewing new or unusual situations and work assignments with higher level human resources staff.

Additional essential functions in the areas of Benefits & Compensation, Recruitment & Selection, Human Resources Information Systems (HRIS), and Performance Management are listed in the full job description.

Please visit www.cvwd.org/175/Job-Descriptions for the full job description.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with major coursework in human resources, public or business administration, or a related field.

Experience: Three (3) years of professional experience within human resources programs, preferably in a government or utility environment.

The Coachella Valley Water District reserves the right to change or modify the terms, conditions, and salary of this position, or to withdraw this position at any time. Employees must have completed their initial new hire probation in order to apply for this position.

OPEN: 08-16-21

CLOSED 08-20-21