



Are you...

- Ready to start your career and want to change people's lives?
- Ready to work with young children?
- A team player who wants to contribute?

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**Job Title:** Human Resources Assistant I/II

**Position Type:** Regular, full-time, non-exempt level position

**Department:** Madera Head Start

**Salary Schedule:** Range 19.5 (\$17.59-\$21.44)  
Range 20.5 (\$18.48-\$22.52)

**Position Summary:** Under the immediate supervisor's direction, processes personnel transactions; establishes, maintains, and updates agency personnel files; provides information on personnel procedures, rules, and employee benefits; and does related work as required.

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE:**

**Human Resources Assistant II**

- Bachelor's Degree in Business Administration, Human Resource Management, or related field.
- One (1) year experience in similar position.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

**Human Resources Assistant I**

- Associate's Degree in Business Administration, Human Resource Management, or related field.
- Two (2) years of experience in similar position.
- Ensures a minimum of 15 hours of professional growth hours are completed and documented annually.

**LICENSES / CERTIFICATES / PERMITS:**

- Obtains Pediatric First Aid and CPR certification within 12 months of hire, and possess the certification annually.
- Valid CDL

General Physical Requirements: Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

**Compensation and Benefits:**

Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403 (b) plan upon employment. Employees can participate in employer's contribution.

Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.

Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

**General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**