



12/21

## Community Action Partnership of Madera County

**JOB TITLE:** HUMAN RESOURCES ASSISTANT I / II

**DEPARTMENT:** Human Resources

**REPORT TO:** Human Resources Director

**SUPERVISE:** N/A

**COMPENSATION:** Range 20.0 / 21.0

**FLSA:** Full-Time; Non-Exempt

**JOB OVERVIEW:** This position is responsible for performing human resources work in the areas of recruitments, employee/labor relations, compensation/performance management, recordkeeping, health and safety.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, core competencies, and/or physical required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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.

#### **Human Resources Assistant I**

- Associate's Degree in Business Administration, Human Resource Management, or related field.
- Two (2) years of experience in similar position.

### **ABILITY TO:**

- Communicate effectively orally and in writing with individuals and groups.
- Deal courteously and successfully with internal and external clients.
- Work with frequent interruptions and changing work priorities.
- Demonstrate ability to complete tasks timely and organize work assignments.
- Demonstrate sensitivity to the diversity of the service population.
- Have excellent computer skills in MS Windows environment. Must include Word, Excel, and PowerPoint and have good skills in database management and

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record keeping.

- Have thorough knowledge of general office practice, correspondence preparation, grammar, spelling and punctuation.
- File and maintain accurate, neat office files and records.
- Make accurate calculations.
- Meet deadlines.
- Operate an electrical typewriter and word processor at a minimum 35 wpm, 10-key calculator, copy machine, fax machine, livescan machine, and other office machinery and routine preventative maintenance.
- Organize and prioritize a variety of job duties and assignments.
- Practice high level of confidentiality.
- Provide general clerical support to human resources, and administration departments.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of work.
- Work effectively under conditions of limited supervision, time constraints to meet deadline and schedules and rapidly changing situations and circumstances.
- Work with employees and peers in professional manners.

### **KNOWLEDGE OF:**

- Administrative and clerical procedures, systems, and terminologies.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, and coordination of people and available resources.
- Business writing and standard format for typed materials.
- General administrative procedures, depending upon assignment.
- Local, state, federal laws and regulations on employment and human resources topics.
- Operation and use of standard office equipment, including computer applications such as word processing, data entry, and spreadsheets utilizing Microsoft Office software.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiations, and personnel information systems.
- Proper English usage, spelling, grammar, and punctuation.
- Standard office practices, methods, and procedures, including filing systems.
- Procurement processes.

### **CORE COMPETENCIES:**

- Customer Commitment – proactively seek to understand the needs of our customers and provide the highest standards of services.
- Dedication to Professionalism and Integrity – demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the communities we serve.
- Organizational Excellence – takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our

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programs and services.

- Success through Teamwork – collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

### **GENERAL PHYSICAL REQUIREMENTS**

- Exerting up to 15 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Able to maintain regular, punctual attendance consistent with the Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and other federal, state and local standards.
- Able to perform the essential job functions consistent with the ADA, FMLA, CFRA and other federal, state and local standards.

### **MAJOR DUTIES & RESPONSIBILITIES:**

#### **LEADERSHIP**

- Adheres to and applies the CAPMC mission, values, standards, policies and procedures.
- Attends mandatory new employee orientation/ mentor activities.
- Attends trainings, workshops, and classes to keep abreast of client engagement theories and practices.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolves concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program's operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports and assists in reporting suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

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### **RECRUITMENT:**

- Works with hiring authorities on vacant or created positions.
- Composes and posts position announcements.
- Assists job seekers with their questions.
- Screens incoming applications for required qualifications.
- Administers skill assessment to job applicants.
- Provides Behavior Based Interview training to employees and maintains the assembly of the panel members for Behavior Based Interviews.
- Coordinates panelists to participate in the Qualifications Appraisal Review Board (Q.A.R.B).
- Schedules interviews for job applicants.
- Prepares agenda and interview packets for Q.A.R.B.
- Conducts professional or personal reference verifications.
- Calculates scores from interview rating sheets and compiles eligibility lists for certification before forwarding to hiring authorities to review and select.
- Follows through with hiring authorities of selected candidates to fill openings.
- Performs livescans on selected candidates.
- Schedules selected candidates for physical examination appointments.
- Assists selected candidates to complete initial required employment paperwork.
- Prepares all on-boarding employment documents for new employees.
- Informs the new hired of the orientation dates, salary compensation, fringe benefits, and terms and conditions of the employment.
- Coordinates with Human Resources Staff on recruitment activities, staffing logistics, and orientations.
- Assists internal employees and hiring authorities on internal transfer processes.

### **EMPLOYEE / LABOR RELATIONS:**

- Applies CAPMC policies, procedures, and Memorandum of Understanding for the bargaining unit.
- Enforces equal employment opportunity, affirmative action, and non-discrimination / harassment policies.
- Assists employees to understand the terms and conditions of their employment.
- Keeps employees informed of their on-going employment changes.
- Informs employees of their rights during their leaves or inactive periods.
- Maintains employees' performance appraisal records and mandated updates.
- Reminds supervisors of their employees' performance evaluations.
- Coordinates with Human Resources Staff to handle grievances, complaints, disputes, misconducts, unsatisfactory performance, or termination.
- Follows confidentiality policy and expectation on sensitive and personnel matters.

### **COMPENSATION / PERFORMANCE MANAGEMENT:**

- Administers employee compensation schedules and fringe benefits accordingly.
- Notifies employees of any changes of compensation structures and fringe benefits.
- Informs employees of their compensation and fringe benefits during their leaves or inactive status.
- Develops HR policies and procedures to meet current trends and regulations.

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- Participates Agency-wide various committees.
- Evaluates HR objectives and systems to align with the CAPMC strategic goals.
- Updates organizational job descriptions and workforce essential duties.
- Conducts trainings, employee development and informational sessions.
- Recommends approaches or ideas to improve efficiency and effectiveness of the current policies and procedures.
- Manages performance rewards or recognition initiatives.

### **HUMAN RESOURCES DUTIES AND RECORDKEEPING:**

- Assists human resources with employees' orientations and required training, and administrative staff with routine jobs and details. Maintains confidential and administrative files.
- Coordinates with Fiscal Department staff on payroll activities.
- Creates, files and maintains employees' files.
- Follows up industrial injuries.
- Inputs and maintains employment data.
- Maintains office equipment and facilities; operates and performs routine preventative maintenance on office machines including data processors, copiers, fax machines, etc.
- Maintains various files containing financial, payrolls, correspondence, reports, contracts, human resources and other confidential material. Sets up and / or revises file system when required. Classifies cross-reference material establishing new subject matter headings as necessary.
- Makes appointments; schedules and arranges meetings and makes travel arrangements; organizes meetings by notifying participants, make room arrangements; prepares required informational materials; sorts and distributes mail received by departmental staff.
- Manages personnel information and prepares required reports.
- Participates New Employee / Volunteer Orientations, and other required training to new-hired.
- Performs a variety of office administrative tasks such as purchasing requisitions; ordering materials and supplies; makes accurate mathematical calculations, and performs general accounting operations.
- Performs livescans.
- Reconciles livescan and payables invoices and billings.
- Responds leave of absences requests in accordance to local, state, federal compliances along with CAPMC policies and procedures.
- Submits monthly newsletter information.

### **HEALTH AND SAFETY:**

- Serves as a Safety Committee member to oversee the Committee events.
- Replenishes safety stores and organizes merchandises inventories.
- Provides health and safety information and training.
- Audits and inspects workplace conditions.
- Shares days without injuries information.
- Understands and enforces worker's compensation, rehabilitations, and return-to-work structures.

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- Investigates reported incidents/accidents.
- Identifies causes and risks of reported incidents/accidents.
- Assesses potential risks at workplaces.
- Evaluates employees' stages, tools, and equipment related to health and safety.
- Communicates active-shooter, emergency and evacuation procedures.
- Maintains Safety Store inventories, processes employees' orders, tracks orders and updates order forms and listings.
- Becomes a safety trainer.
- Oversees game piece drawings.
- Assists with maintenance of the lactation space.

### OTHER DUTIES:

- Adheres to the Americans with Disabilities Act of 1990 (ADA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by federal and state laws.
- Ensures strict compliance with universal precautions during work-related visits or when administering first aid.
- Other duties as assigned within scope of job classification.

### LIMITS OF AUTHORITY

- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency's policies and procedures.
- Relative authority to maintain compliance with program standards and the requirements of funding guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

### **OTHER REQUIREMENTS:**

- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must meet SB 792 immunization requirement.
- Must meet AB 1207 mandated reporter training requirement.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver's License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC's policy.
- Must complete all background requirements: references, sex offender registry check, livescan checks, a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to

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ensure at all times maximum safety to one's self, fellow employees, clients, and children.

### PHYSICAL ACTIVITIES

- **Balancing:** Maintaining body equilibrium to prevent falling or tripping when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, stairs, and the like, using feet and legs and/or hands and arms. Hands and arms may be used for balance, such as holding a railing.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Driving:** Driving is the operation of a motorized passenger vehicle or other vehicle such as forklifts, golf carts, riding mower.
- **Eye/Hand/Foot Coordination:** Performing work through using two or more body parts or other devices.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Fine Manipulation:** Touching, picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- **Foot or Leg Controls:** Use of one or both feet or legs to move controls on machinery or equipment. Control include, and not limited to, pedals, buttons, levers, or cranks.
- **Gross Manipulation:** Seizing, holding, grasping, turning, or otherwise working with the hand(s). It is often present when lifting involves the hands. Fingers are involved only to the extent that they are an extension of the hand to hold or operate a tool such as tin snips or scissors.
- **Hearing Requirements:** The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms). This includes: in person speech, other remote speech, other sounds, telephone, video conference.
- **Keyboarding:** Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad.
- **Kneeling:** Bending legs at the knees to come to a rest on knee(s).
- **Lifting or Carrying:** Lifting is raising or lowering an object from one level to another. Lifting can include an upward pulling motion. Carrying is to transport an object – usually by holding it in the hands or arms, or wearing it on the body.

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- Pushing or Pulling: Pushing is exerting force upon an object so that the object moves away from the origin of the force. Pulling is exerting force upon an object so that the object moves toward the origin of the force. Pushing or pulling may involve use of hands or arms and/or feet or legs done with one side of the body or both sides.
- Reaching at or below Shoulder Level: Reaching at or below the shoulder is present when there is 'Reaching,' but it does not meet the threshold for 'Overhead.' 'Overhead' and 'At or Below the Shoulder Reaching' can be present in the same task.
- Reaching Overhead - Extending the arm(s) with the hand(s) higher than the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more.
- Repetitive Motions: Making frequent on continuous movement.
- Alternate Standing/Sitting at Will: The ability to alternate between standing and sitting is present when the employee has the flexibility to choose between standing or sitting as needed.
- Sitting: Remaining in a seated position.
- Speaking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Standing or Walking: Standing is to remain on one's feet in an upright position without moving about. Walking is to move about on foot.
- Stooping: Stooping is bending the body forward and down while bending the spine at the waist 45 degrees or more either over something below waist level or down towards an object on or near the ground.

### VISUAL ACUITY

- Near Visual Acuity: Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Far Visual Acuity: Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Peripheral Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

### WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.

***To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.***