

CITY OF LOS BANOS

Job Description

POSITION TITLE	ASSISTANT CITY CLERK/ HUMAN RESOURCES ANALYST
DEPARTMENT	ADMINISTRATION
DEPARTMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To plan and organize the administrative support functions within the City Clerk's Office; to coordinate the preparation and distribution of agendas; and to provide technical support to the City Clerk; to perform a variety of professional analytical work in support of human resources programs including recruitment and selection, classification and compensation, and employee relations; to act as business partner to City departments; and to provide administrative staff assistance to the Human Resources Director.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from the Human Resources Director. May exercise technical and functional supervision over assigned administrative personnel. Ability to work independently and perform essential functions of the position in a responsible and professional manner.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- Administration of employee leaves of absences and benefits.
- Recommend and implement goals and objectives including establishing performance standards and methods for performing administrative functions in support of the functions of the City Clerk and Human Resources offices.
- Maintain employee payroll records including general information, salary adjustments, and leave accruals.
- Process payroll deductions and wage garnishments.
- Maintain confidentiality of City records and/or confidential discussions pertaining to City records including but not limited to employee personnel files and/or disciplinary actions.
- Assist Human Resources Director with employee issues including employee training, evaluation, counseling, disciplinary actions, administrative investigations and fact-finding interviews.
- Assist with classification, reclassification and organizational studies, and recommend appropriate classifications and structures.
- Coordinate and supervise various special department projects.

- Manage liability claims with claims administrator and appear in court when necessary.
- Manages workers' compensation claims with claims adjuster, employee and/or affected City department.
- Provide specialized information regarding departmental functions that requires the use of judgment, tact and sensitivity and the interrelation of policies, rules and procedures.
- Interpret and explain policies, procedures, and regulations to City staff and the public.
- Respond to complaints and requests for information from employees, management, outside agencies and the public.
- Attend City Council meetings/record proceedings and serve as the Elections Official in the City Clerk's absence.
- Maintain Records Retention Schedule and assist departments with questions pertaining to records destruction.
- Coordinate and perform agenda follow-up including preparation of official resolutions, ordinances, minutes, official letters and codification of the municipal code.
- Accept formal bids and conduct bid openings.
- Certify official documents and file documents for recording.
- Monitor Conflict of Interest and Campaign Statements as required by local and state law; respond to questions regarding elections.
- Perform official publication of ordinances and prepare and issue notices of meetings.
- Maintain legislative history of City Council meetings through indexing, including minutes, ordinances, resolutions, contracts, deeds/easements, and other documents.
- Provide complex research and retrieval of records and documents for the public and City departments.
- Provide administrative support to the Human Resources Director, City Manager, City Attorney and City Council including drafting and composing official City correspondence.
- Conduct and coordinate recruitment/selection process including: application review, supplemental questionnaires, oral board interview questions and rating instruments, selection of test services and content, monitor test validity and oral board reliability, create and maintain eligibility lists.
- Assist with the development, planning, and implementation of City and department policies and procedures, including job descriptions.
- Assist Human Resources Director during labor negotiations including preparation of documents, and conducting studies and/or surveys.
- Take action during the absence of the Human Resources Director and use initiative and judgment to see that human resource matters requiring immediate attention are handled in a manner so as to minimize the effect of the Director's absence.

- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of recruitment, selection, classification, job analysis, salary and benefit administration, training, Equal Opportunity Employment (EEO) and employee relations within a public agency.
- Protected leaves of absence under the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) and the legal requirements regarding notices to employees.
- Techniques for coaching and counseling employees.
- Communicate clearly and concisely, both orally and in writing.
- Modern organizational and office management practices and procedures.
- Filing systems including confidential records management.
- Operation of standard office equipment and computer operating systems.
- Fair Political Practices Commission (FPPC) filing requirements.

Ability to:

- Understand and carry out oral and written instructions
- Independently apply principles of and practices of personnel administration.
- Organize and maintain complex and extensive files and records.
- Independently interpret and explain pertinent City and department policies and procedures to employees and the general public.
- Interpret and apply municipal laws and procedures including State law regarding the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Election Code.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond appropriately to difficult and sensitive matters.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Provide technical and functional supervision over assigned staff; effectively train staff.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Maintain composure and communicate effectively under stress by dealing with others using skill and tact.
- Perform effectively under competing and/or conflicting demands on time and self in a challenging environment.
- Compose a wide range of confidential correspondence.

MINIMUM QUALIFICATIONS:

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possess a valid, unrestricted Class C California driver license.
- Associate's Degree from an accredited college or university in human resources, psychology, public/business administration, or related field
- Five (5) years of increasingly responsible experience in a City Clerk's office, Personnel Department or other public agency that included public contact.
- Type at a speed of 60NWPM.

DESIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university in human resources, psychology, public/business administration, or related field.

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