CLASS TITLE: Senior Personnel Assistant

CHARACTERISTICS OF THE CLASS: Under supervision, performs responsible paraprofessional duties relative to personnel administration; and performs related duties as required.

ESSENTIAL DUTIES: Assists candidates in the application process and in completion of employment forms; informs employees of benefits; compiles workforce data for Equal Employment Opportunity/Affirmative Action, labor relations, absenteeism, vacancy, turnover, and salvage reports; compiles personnel cost data for preparation of the department's personnel budget; collects job documentation and prepares bid announcements; monitors training offered by the City's Department of Personnel and disseminates information to employees.

RELATED DUTIES: Interviews students for employment programs; maintains classification schedules and job specifications; answers inquiries regarding employment opportunities.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible paraprofessional personnel experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of personnel procedures. Good knowledge of personnel rules and regulations. Good knowledge of the City's benefits program.

Ability to maintain records and reports. Ability to be courteous with others.

Working skill in preparing statistical reports. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1994

(Title change only July, 2005)