

Job Title: BILINGUAL HUMAN RESOURCES CLERK II

Definition:

Under the general supervision of the Assistant Superintendent, Human Resources, and under the direction of the Administrative Secretary III, Human Resources, performs a variety of clerical duties related to the Human Resources function of the District.

Distinguishing Characteristics:

This classification is distinguished from other positions in this class in that the incumbent assists in the performance of a variety of activities related to the human resources function of the District.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Data input verification for all HRS data input.
2. Prepares job announcement preparations, advertising, and screening of applications, testing and scheduling interviews.
3. Prepare responses to Employment Development Department (EDD) regarding unemployment, state disability or audits.
4. Prepare employment verifications for GAIN, CCRC, LA County Housing, and Social Services.
5. Processes social security for out of area and PERS statements returned with no address.
6. Written and verbal translation in English and Spanish.
7. Implement and maintain Human Resources electronic employee record system.
8. May assist with hiring permanent and substitute employees.
9. May coordinate selection of Classified Employee of the Year and Safety Support Employee of the Year.
10. May prepare Reasonable Assurance letters to all classified and unclassified employees.
11. Performs general clerical assistance to the office including, but not limited to, answering inquiries over the telephone, typing, Xeroxing and mailings.
12. Assists in maintaining files and personnel records
13. Assists in the preparation of reports and notices as directed.
14. May assist with employment verifications.
15. May assist in fingerprint processing.
16. May assist in verifying employment applications for accuracy.
17. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office practices, typing, filing, business correspondence and computers
- Knowledge of Excel and Microsoft Word

Skill and Ability to:

- Understand and interpret oral and written directions and instructions

Job Title: BILINGUAL HUMAN RESOURCES CLERK II

- Required to read, write and speak English and Spanish fluently and be able to perform a variety of written translations
- Compile and analyze information
- Keyboard neatly and accurately at least 35 wpm on a five-minute test
- Establish and maintain cooperative working relationships with others and uses good judgment in contacts with the public
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and three years of responsible clerical experience.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp/ manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 34

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling		X	
Reaching		X	
Stooping		X	
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling		X	

Job Title: BILINGUAL HUMAN RESOURCES CLERK II

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier			X
Computer			X
FAX Machine		X	
Radio	X		