

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

Health Insurance—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

Long Term Disability Insurance—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement—) *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR HUMAN RESOURCES SPECIALIST

(Not Civil Service, 40 hours/week)

SALARY:

\$2669-2803-2943-3090-3245 biweekly
\$5782-6073-6376-6695-7030 monthly

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:

Apply Immediately.

Applications accepted until sufficient number of qualified applications received.

Oral Interviews:

TBA

Résumés are not accepted in lieu of a City of Daly City application.

To apply online, visit:

www.calopps.org

INFORMATION

DEFINITION

Under general direction, performs complex and responsible technical and clerical work for the Director of Human Resources in the administration of the City's Human Resources program. Completes related work as required.

DISTINGUISHING CHARACTERISTICS

An incumbent in this position is a Human Resources generalist performing a wide range of personnel assignments in administering and processing health and welfare benefits; managing the administrative duties associated with the Personnel Board and overseeing the preparation and management of all employee requisition and action forms; managing the office and providing administrative support to the Director of Human Resources, Senior Management Analyst and the Human Resources Analysts.

EXAMPLES OF DUTIES

Maintains frequent, sensitive and critical contacts with public and private agencies, other departments, professionals and officials; transmits information, decisions and directives. Answers inquiries by phone or mail; investigates and resolves complaints or provides information, explains departmental or City procedures; exercises judgment in giving information and proper disposition of problems; composes correspondence and prepares reports. Maintains employees' personnel records and departmental records; provides information to employees regarding benefits. Screens telephone calls and visitors; receives, screens and routes incoming mail for appropriate action and follows up on its disposition; arranges for meetings and conferences and assists in providing material on information to be discussed. Interprets and apply rules and regulations of the classified service.

Keeps abreast of pertinent information and changes in City procedures and regulations.

Prepares and signs inter-office memoranda and requisition forms; elicits employee evaluation forms for all departments by preparing and transmitting initial forms. Manages performance appraisal forms for distribution in accordance with established procedures. Serves as Secretary for the Personnel Board, other related meetings, and disciplinary and appeal hearings by collecting, preparing, and sending agendas, taking and transcribing minutes, and typing and distributing minutes and other material. Manages distribution of performance appraisals schedule and retiree health reimbursement checks. Administers Department of Motor Vehicles (DMV) Pull Program, tracks employee driving records and issues quarterly department list of commercial drivers' medical expirations. May assist in responding to internal and external surveys. May assist department personnel with data entry on applicant tracking program, proctoring Civil Service examinations, and in administering certification of active Civil Service Employment Lists using computerized applicant tracking program.

Provides support to the Senior Management Analyst and Human Resources Analysts. Administers the documentation requirements of the 1986 Immigration and Control Act. Prepares and processes required Human Resources' forms, such as new employee forms and employee Action Forms. Assists with preparation and publication of the employee newsletter. Maintains and orders office supplies.

MINIMUM QUALIFICATIONS

Knowledge of: Appropriate English grammar and spelling; current office equipment and methods including operation of computer programs, including advanced, competent use of Microsoft Word; record keeping and organizational practices; basic arithmetic; and certain federal, state and municipal personnel regulations.

Ability to: Communicates effectively both orally and in writing; speaks to and direct large groups; Interacts positively and cooperate with co-workers, responds politely to customers, works as a team member, functions under demanding time pressure, responds in a positive manner to supervision, attends work and perform duties on a regular and consistent basis. Understands and applies instructions, rules, regulations and policies including the City's Rules and Regulations of the Classified Service; analyzes, processes and schedules detailed work accurately; learns, understands, and communicates employee benefit parameters and regulations, learns and uses all Microsoft Office Suite applications, Human Resources Information System (HRIS), applicant tracking system and other City software programs. Transcribes proceedings at meetings of commissions, boards or special committees; exercises good judgment in matters of a confidential nature; works independently in absence of supervision.

Experience: Two years of experience in responsible administrative and human resources technical work that involved regular contact with the public.

Education: Graduation from high school or equivalent and an AA degree.

License: Possession of a valid California Class C California Driver's License.

City of Daly City Prequalification Questionnaire for Human Resources Specialist

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015

OR apply online at: www.calopps.org

1) Do you possess a valid Class C California Driver's License?

Yes

No

2) Do you possess a high school diploma or equivalent and an AA degree.?

Yes

No

3) Do you have two (2) years of experience in responsible administrative and human resources technical work that involved regular contact with the public?

Yes

No

Signature:

Date:
