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 on calopps.org or 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 position you wish to be considered for.

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.
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 applies 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 appraisal schedule and retiree health reinvestment 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 performs 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.

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: ____________________________

By completing the prequalification application, I authorize the City of Daly City, Human Resources to run a background check.

I certify that all the information I provided is true and correct. I understand that any false or misleading information could result in my application being disqualified.

Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

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.