



COUNTY OF SAN DIEGO
invites applications for the position of:

Human Resources Assistant- 20244012

SALARY: \$35,900.80 - \$55,286.40 Annually
OPENING DATE: 01/12/21
CLOSING DATE: 01/21/21 11:59 PM
JOB SUMMARY:



HUMAN RESOURCES ASSISTANT

Human Resources Assistants are responsible for performing a wide variety of paraprofessional duties within a human resources discipline. The Human Resources Assistant differs from the general clerical series in that incumbents are privy to highly confidential and sensitive information regarding decision-making processes affecting recruitment and selection, benefits, workers' compensation, labor relations, personnel, and employment transactions.

[Please click here to view the complete Human Resources Assistant class description.](#)

MINIMUM QUALIFICATIONS

1. An **associate's degree or higher** from an accredited U.S. college or university, or a certified foreign studies equivalency preferably in public or business administration, human resources management, industrial/organizational psychology, or closely related field; **OR**,
2. **Two (2) years** journey-level clerical work experience in personnel, departmental personnel, training, or employee services performing such duties as: compiling information for professional level staff; posting, checking, balancing and adjusting personnel records; checking various tables; accumulating records and compiling statements; explaining personnel rules, policies and procedures to others; handling public contact situations; and preparing/processing a variety of

reports, forms, correspondence and information, some of which are highly confidential.

ATTACHMENTS_

For your education and/or certifications to be considered, you must attach a copy of your degree, transcripts, diploma, foreign equivalency report and/or certifications to your application. Please submit only the documents required.

Note: *If your documents are already on file, you do not need to resubmit.*

IDEAL CANDIDATE

The ideal candidate is an individual who communicates effectively with all levels of staff and is customer service focused with the ability to multi-task with strong teamwork and collaboration skill set. Must be responsive, dependable and be supportive of change. The successful candidate will be one who values and respects others while demonstrating ethical behavior.

EVALUATION

Qualified applicants will be placed on a **twelve (12) month** employment list based on scores received during the evaluation of information contained in their employment and supplemental application. This 12 month list may be used for vacancies in various County of San Diego departments.

Please ensure that all information is complete and accurate as the responses you provide on the supplemental application form will be reviewed using automated evaluation system. If you are successful in the initial screening process your application will be reviewed individually to confirm that the information you provided is accurate and qualifying.

Notes: Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.SanDiegoCounty.Gov>

Position #20244012
 HUMAN RESOURCES ASSISTANT-20244012
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5530 Overland Ave., Suite 210
 San Diego, CA 92123
 (619) 236-2191
 (866) 880-9374

processunitemail.fgg@sdcounty.ca.gov

Human Resources Assistant-20244012 Supplemental Questionnaire

- * 1. Please be sure to answer the following questions in a thorough and complete manner. Please do not indicate "See Resume" or "See Application" as these are not acceptable answers.

***Incomplete responses may delay the processing of your application.**

If you are invited to a selection interview(s) by a department, your responses to the following questions may be subject to verification.

Do you understand this information?

- Yes
 No

- * 2. If you are using education to qualify, please indicate the highest level of education completed. **Note: Please attach a copy of your degree, final transcript, or foreign equivalency to this application.**

- I have some college but less than an associate's degree
 I have an associate's degree
 I have a bachelor's degree
 I have a master's degree or higher
 None of the above applies to me

- * 3. Do you have **two (2) years** of journey-level clerical work experience in personnel, departmental personnel, training or employee services performing such duties as: compiling information for professional level staff; posting, checking, balancing and

adjusting personnel records; checking various tables; accumulating records and compiling statements; explaining personnel rules, policies and procedures to others; handling public contact situations; and preparing/processing a variety of reports, forms, correspondence and information, some of which are highly confidential.

- Yes
 No

- * 4. If you indicated experience in question #3 above, please describe your work experience in personnel, departmental personnel, training, or employee services.

Your work experience MUST be verifiable in the employment history section of this application. If you do not have this experience, please indicate "N/A."

- * 5. Do you have human resources experience in any of the following areas?

- Backgrounds, medical standards and/or onboarding of new employees
 Payroll for employees
 Recruitment, hiring & selection
 Assisting with employee training & development process
 Communicating effectively with a variety of individuals
 Entering and retrieving confidential customer and employee data from a computerized record-keeping system (i.e., Excel, Access, PeopleSoft, Kronos, HRIS, and other similar record-keeping systems)
 Preparing and writing a variety of correspondence and reports for supervisors and managers
 I have no experience in any of these areas

- * 6. For EACH area selected in Question #5, briefly describe the tasks you performed and please include the following information:

1) Name of Employer(s)

2) Job title(s)

3) Employment dates (month/year)

4) For EACH selection above, indicate your Level of Responsibility: "Fully Responsible" or "Assisted Others"

5) For EACH selection above, briefly describe the duties you performed.

Note: In order to receive FULL credit for your answers, please answer the questions thoroughly. Your work experience MUST be verifiable in the employment history section of this application. If you do not have this experience, please indicate "N/A" below.

- * 7. Where did you first hear about this job opportunity?

- San Diego County website
 Governmentjobs.com
 Veteran Outreach / FFSC
 Family, Neighbors, Friends
 County Employee Resources Group
 College/University Career Site
 County Social Media
 Voice and Viewpoint
 San Diego IPMA
 Other

- * 8. If you answered "Other" to the question above, please indicate where you first heard about this job opportunity. If this does not apply, please indicate "N/A" below.

* Required Question