



OTAY WATER DISTRICT
invites applications for the position of:
**Human Resources
Assistant I or II**

An Equal Opportunity Employer

SALARY: \$27.36 - \$37.70 Hourly

OPENING DATE: 10/30/20

CLOSING DATE: Continuous

GENERAL DUTIES:

Ideal Candidate

The ideal candidate will be a self-starter with excellent attention to detail. Must have the flexibility and the ability to work in a fast-paced environment with the ability to shift gears at a moment's notice. The ideal candidate must also possess excellent writing and communication skills where maintaining confidentiality is a must. The District utilizes many computer programs and systems and having a strong comfort level with technology, Microsoft Office Programs, and Neogov Insight, as well as being a quick learner to understand new programs, is necessary to be successful in this position.

The Otay Water District offers excellent benefits, a balanced work/life environment and is a leader in the industry.

About the Position and Department

This position may be appointed at any level depending upon qualifications and experience. This position is part of the Administrative Services Department and reports to the Human Resources Manager and will perform a variety of technical and administrative duties in support of the District's human resources programs. The Administrative Services Department has a staff of approximately 24 employees and the District has 139 employees.

Applications will be accepted until there are a sufficient number of highly qualified applicants from which to make a selection. However, for the earliest consideration, please submit your application materials by November 22, 2020. For information on the recruitment process, please go to the Employment section of our website www.otaywater.gov or [click here](#).

EXAMPLES OF DUTIES:

Both levels include:

- Performs routine assignments in support of recruitment and selection programs, including drafting, advertising, posting and mailing job opportunity notices, and other recruitment materials, screening applicants for minimum qualifications, answering applicant questions regarding District employment and generating notices and correspondence to applicants; develops schedules and arranges interviews and other testing arrangements; conducts background, reference checks and post-offer medical evaluations.
- Updates the District's human resources information and payroll system; sets up and maintains pay schedules and amounts, deductions, benefit program codes, in-ranges, cost of living adjustments and performance evaluations.
- Processes all employee new hire, promotion, and termination data, assembles new hire packets; and assists with maintaining new hire orientations. Processes all paperwork and enters information into the various human resources and benefits information systems.

- Processes payroll action forms and documents in connection with hiring, change of status, out-of-class assignments, and leave of absences.
- Assists in administering elements of the District's benefits programs such as retiree/cobra administration, flexible spending accounts, short/long-term disability, health, life, dental, vision, deferred compensation, FMLA, employee assistance, workers' compensation and reports such as the Affordable Care Act. Submits claims, monitors work statuses, and communicates changes to supervisors. Reconciles plan premium billings and processes invoices for payment, processes employee enrollments and changes.
- Responds to employee and retiree questions and complaints and may interface with third-party administrators to resolve claims issues.
- Assists in the coordination of annual open enrollment process for employee benefit programs; compiles employee census data for benefit programs; reviews completed benefit enrollments for accuracy; and summarizes open enrollment data.
- Maintains department electronic and hard copy files by coordinating, maintaining, purging, and archiving content and record management systems in accordance with the District's policies and records retention schedule; creates and organizes letters, forms, and documents; and secures confidential information.
- Prepares responses to salary surveys and assists in preparing and conducting District surveys; compiles and generates reports of survey data; with guidance, provides classification, compensation, and benefits information to other organizations.
- Performs research projects of limited scope, compiles results, and drafts reports and recommendations; generates and compiles statistical reports.
- With guidance, interprets policies, procedures and regulations to District management, staff, and the public in assigned areas of responsibility.
- Coordinates District's human resources programs such as wellness and processes and maintains records on tuition reimbursement requests, awards, and related programs.
- Plans and coordinates District social events and functions.
- Maintains compliance with federal and state laws related to privacy, security, confidentiality, and protection of information resources.
- Performs and oversees a variety of office and administrative details, including staying abreast of departmental activities, transmitting information processing contracts and agreements, processing payments, purchase requisitions, forms, reports, correspondence, schedules, power point, charts and other documents; performs various data-entry; responds to customers, applicants and the public on a variety of human resources related questions; orders department office supplies; and backs up other department office and administrative staff when required.

Human Resources Assistant II level duties also include:

- Participates in interviews for entry-level positions in support of recruitments.
- Writes advertising and job postings.
- Administers the District's human resources information and payroll system.
- Maintains, coordinates, and conducts new hire orientations.
- Coordinates additional reports such as the EEO-4.
- Assists with coordinating employee medical leaves of absence including communicating with employees and generating required notices.
- Performs related work of Human Resources Assistant I.

For the complete job descriptions go to the Employment section of our website www.otaywater.gov or [click here](#).

REQUIRED LICENSES AND/OR CERTIFICATIONS:

Both levels require a valid California Class "C" Driver's License and a safe driving record. Certificate in Human Resources is desirable.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS:

Experience:

Human Resources Assistant I

Four (4) years of varied and recent administrative support experience. Experience working for a public agency and in Human Resources handling confidential information preferred.

Human Resources Assistant II

Two (2) years of experience in human resources equivalent to Human Resources Assistant I.

Education:

Both levels require a High school diploma or G.E.D. supplemented by two years of college-level coursework (i.e., minimum completed units = 60 semester/90 quarter) from an accredited educational institution in human resources, organizational development, public or business administration, accounting, or a related field. Bachelor's Degree is desirable.

This is an hourly, non-exempt position.

Otay Water District is a Smoking, Tobacco and Nicotine Free Campus.

All Otay Water District employees are at-will pursuant to California Water Code, Section 71362.

APPLICATIONS MUST BE FILED ONLINE AT:

<https://www.otaywater.gov>

HUMAN RESOURCES ASSISTANT I OR II
RD

OUR OFFICE IS LOCATED AT:

2554 Sweetwater Springs Boulevard
Spring Valley, CA 91978
619-670-2222
hr@otaywater.gov

The provisions of this notice do not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice. Persons selected for employment will be required to take, and pass, a pre-employment physical, drug screen and background check, including fingerprinting. They will also be required to present documents establishing qualifications, personal identity and the legal right to work in the United States. Some positions may be subject to random drug testing during employment. All Otay Water District employees are at-will pursuant to California Water Code, Section 71362.

The District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs when invited to participate in an oral panel interview.

Human Resources Assistant I or II Supplemental Questionnaire

- * 1. Which best describes the highest level of education completed:
 - I do not have a High School Diploma or G.E.D.
 - I have a High School Diploma or G.E.D
 - I have two (2) years of college-level coursework (i.e., minimum completed units = 60 semester/90 quarter) from an accredited educational institution in human resources, organizational development, public or business administration, accounting, or a related field. (Please attach your unofficial transcripts with your application materials or fax them to (619) 660-7288.)
 - I have an Associate's Degree.
 - I have a Bachelor's Degree.
 - I have a Master's Degree.
- * 2. If you have a Degree or 2 years of college-level coursework, please identify the degree or coursework and how it relates. (If not applicable please type "N/A")
- * 3. Do you have a Certificate in Human Resources? If so, please attach a copy with your application materials or fax it to (619) 660-7288.
 - No

- Yes
- * 4. Which best describes your years of varied and recent administrative support experience.
- I do not have varied and recent administrative support experience.
 - 1 year or less of experience.
 - 2-3 years of experience.
 - 4 years of experience.
 - 5 or more years of experience.
- * 5. Which best describes your years of direct Human Resources experience.
- I do not have experience working in Human Resources.
 - 1 year or less of experience.
 - 2 years of experience.
 - 3 years of experience.
 - 4 or more years of experience.
- * 6. Please describe your experience as a paraprofessional or professional in human resources or related field. Please do not state "See Resume" or "See Application" or your application will be considered incomplete. (If you do not have experience in this area please type "N/A")
- * 7. Please describe your level of experience with Human Resources Information Systems (HRIS) and whether you have been through any HRIS conversions. Please do not state "See Resume" or "See Application" or your application will be considered incomplete. (If you do not have experience in this area please type "N/A")
- * 8. Do you have any experience working in a government or public utility setting?
- No
 - Yes
- * 9. If you have experience working in a government or public utility setting, please list the agency, job title and duties performed. Please do not state "See Resume" or "See Application" or your application will be considered incomplete. (If you do not have experience in this area please type "N/A")
- * 10. Which best describes your level of experience in Microsoft Word?
- I do not have experience with Microsoft Word.
 - I know how to create and format a document.
 - I can do the above and perform mail merges and create tables.
 - I can do all of the above and use Microsoft Word with other programs, secure a document, and add reference marks and notes to a document.
- * 11. Which best describes your level of experience in Microsoft Excel?
- I do not have experience in Excel.
 - I can create and format a worksheet.
 - I can do the above and create formulas, charts, and sort and filter data.
 - I can do all of the above and link cells in multiple workbooks and import and export data.
- * 12. Which best describes your level of experience in PowerPoint?
- I do not have experience in PowerPoint.
 - I can create a presentation, format text on slides, and add graphics.
 - I can do the above and add special effects such as transitions and movements and add notes.
- * 13. Do you have experience maintaining physical and electronic records?

- No
- Yes

- * 14. Please describe your experience maintaining physical and electronic records. Identify any electronic systems you have used. (If you do not have experience in this area please type "N/A")

- * 15. Which best describes your level of experience in using NEOGOV Insight?
 - I have only used NEOGOV/Governmentjobs.com as an applicant.
 - Beginner (Creating/editing requisitions, approving requisitions, printing or batching applications, sending notices to candidates).
 - Intermediate (Creating exam plans, creating job postings, using filters, creating notice templates).
 - Advanced (Creating advanced filters, developing complex scoring plans, conducting salary imports, activating and inactivation agency-wide questions).
- * 16. Please describe one or two work projects that required you to be particularly alert to details while doing the job. Please do not state "See Resume" or "See Application" or your application will be considered incomplete.

17. What else would you like to tell us that would make you the preferred candidate?

* Required Question