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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

09/09/2011
Revised

**TITLE: HUMAN RESOURCES SPECIALIST TRAINEE
HUMAN RESOURCES SPECIALIST TRAINEE (NON-CLASSIFIED)**

DEFINITION

Under general supervision, to perform para-professional human resources work, in a training capacity, in a variety of program areas as assigned, including: recruitment and selection; classification, compensation, and benefits; training; labor relations; human relations; and special programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the training/entry level para-professional class in the human resources series. Positions budgeted at the Human Resources Specialist level may be underfilled at the Trainee level. Upon meeting the qualifications and fully performing all functions, incumbents may reasonably expect to move to the higher level (contingent upon program funding). Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Principal Human Resources Analyst or designee.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal Human Resources Analyst or designee. May exercise lead responsibility on a project basis over assigned clerical staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Provide timely, efficient, and professional human resources assistance to hiring departments and the general public.
- Serve as the key contact to applicants regarding inquiries related to their status in the selection process; provide timely responses in returning phone calls.
- Develop and maintain computerized database of personnel requisitions and pending vacancies; prepare weekly recruitment status and pending vacancy report.
- Prepare recruitment plans and job announcements in coordination with supervisor and hiring departments.
- Prepare advertisements and place in appropriate sources in coordination with supervisor and hiring departments; monitor advertising budget and ensure that expenditures do not exceed available resources.
- Maintain records of recruitment and advertising sources including special mailing lists, web-sites, and trade/professional journals.
- Maintain and update weekly the City's web-page and other designated internet sources with new employment opportunities.
- Review and evaluate employment applications and determine eligibility based on established requirements.
- Serve as system administrator of SIGMA Applicant Tracking System; attend necessary training updates and train other staff in new procedures/techniques; archive system records in accordance with departmental

policy; ensure accuracy in tracking applicants through each phase of the selection process; prepare applicant tracking reports and summaries.

- Administer and score examinations ensuring integrity of the process, equality of treatment for all candidates in the process, and security of classified information; work with supervisor to oversee, monitor hours, and train Examination Proctor in proper exam administration.
- Certify eligibility lists to hiring departments; ensure participation of Human Resources staff on all interview panels; update SIGMA Applicant Tracking System based upon results of returned certifications; notify candidates of status following interviews.
- Coordinate, participate in, and/or administer oral board panels; identify critical areas to be evaluated working closely with supervisor and hiring departments; prepare rating sheets and other materials; identify internal and external raters for panels.
- Participate in recruiting and outreach events; answer questions and provide information and materials in a professional, enthusiastic, and thorough manner in order to provide a positive image of the organization and thereby encouraging applicants to seek employment with the City.
- Administer the temporary services contract; ensure vendor compliance with terms and conditions of the contract; monitor vendor reports and review for discrepancies; receive requests for temporary services for hiring departments; place requests with contract vendor; address any/all concerns raised by hiring departments through supervisor and vendor contact.
- Participate in the recommendation and implementation of new technologies and methods related to recruitment and selection.
- Coordinate with, and serve as back-up to, clerical staff in the pre-employment processing of candidates; ensure that all phases are conducted in accordance with departmental policy and procedure; ensure confidentiality of sensitive information.
- Coordinate with, and provide assistance/guidance to, clerical staff in identifying recruitment/selection related records to be purged; assist in preparing transfer lists, boxing materials, and coordinating transfer of records to storage as required.
- Participate in special projects and training as assigned.
- Prepare a variety of special reports, charts, tables, and graphs using computer programs.
- Assist in, and conduct, routine position classification studies.
- Assist in the preparation and revision of class specifications.
- Participate in, and conduct, salary and fringe benefit surveys; compile and analyze data.

QUALIFICATIONS

Knowledge of:

- Basic principles of human resource administration.
- Policies, procedures, ordinances, and resolutions governing City human resource activities, conditions of employment, and/or employee benefits.
- Basic research and statistical methods.
- Basic office organization and principles of management.

- Impact of labor market conditions and socio-economic issues on recruitment and employment.
- Modern office practices, procedures, and equipment, including personal computers and applicable software applications.
- Applicable federal, state, and local laws, regulations, and ordinances.

Ability to:

- Plan, organize, and implement programs and related activities.
- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files, and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate Degree (60 semester units or 90 quarter units) from an accredited college or university in business/public administration, human resources, social or behavioral sciences, psychology, or a closely related field.

Experience: Experience in human resources or in performing advanced clerical work is highly desirable. Proficiency in word processing and data base software is highly desirable.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Human Resources Specialist Trainee

TO: Human Resources Specialist