

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	ASSISTANT CITY CLERK/ HUMAN RESOURCES ANALYST
<b>DEPARTMENT</b>	ADMINISTRATION
<b>DEPARTMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To plan and organize the administrative support functions within the City Clerk's Office; to coordinate the preparation and distribution of agendas; and to provide technical support to the City Clerk; to perform a variety of professional analytical work in support of human resources programs including recruitment and selection, classification and compensation, and employee relations; to act as business partner to City departments; and to provide administrative staff assistance to the Human Resources Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from the Human Resources Director. May exercise technical and functional supervision over assigned administrative personnel. Ability to work independently and perform essential functions of the position in a responsible and professional manner.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- Administration of employee leaves of absences and benefits.
- Recommend and implement goals and objectives including establishing performance standards and methods for performing administrative functions in support of the functions of the City Clerk and Human Resources offices.
- Maintain employee payroll records including general information, salary adjustments, and leave accruals.
- Process payroll deductions and wage garnishments.
- Maintain confidentiality of City records and/or confidential discussions pertaining to City records including but not limited to employee personnel files and/or disciplinary actions.
- Assist Human Resources Director with employee issues including employee training, evaluation, counseling, disciplinary actions, administrative investigations and fact-finding interviews.
- Assist with classification, reclassification and organizational studies, and recommend appropriate classifications and structures.
- Coordinate and supervise various special department projects.

- Manage liability claims with claims administrator and appear in court when necessary.
- Manages workers' compensation claims with claims adjuster, employee and/or affected City department.
- Provide specialized information regarding departmental functions that requires the use of judgment, tact and sensitivity and the interrelation of policies, rules and procedures.
- Interpret and explain policies, procedures, and regulations to City staff and the public.
- Respond to complaints and requests for information from employees, management, outside agencies and the public.
- Attend City Council meetings/record proceedings and serve as the Elections Official in the City Clerk's absence.
- Maintain Records Retention Schedule and assist departments with questions pertaining to records destruction.
- Coordinate and perform agenda follow-up including preparation of official resolutions, ordinances, minutes, official letters and codification of the municipal code.
- Accept formal bids and conduct bid openings.
- Certify official documents and file documents for recording.
- Monitor Conflict of Interest and Campaign Statements as required by local and state law; respond to questions regarding elections.
- Perform official publication of ordinances and prepare and issue notices of meetings.
- Maintain legislative history of City Council meetings through indexing, including minutes, ordinances, resolutions, contracts, deeds/easements, and other documents.
- Provide complex research and retrieval of records and documents for the public and City departments.
- Provide administrative support to the Human Resources Director, City Manager, City Attorney and City Council including drafting and composing official City correspondence.
- Conduct and coordinate recruitment/selection process including: application review, supplemental questionnaires, oral board interview questions and rating instruments, selection of test services and content, monitor test validity and oral board reliability, create and maintain eligibility lists.
- Assist with the development, planning, and implementation of City and department policies and procedures, including job descriptions.
- Assist Human Resources Director during labor negotiations including preparation of documents, and conducting studies and/or surveys.
- Take action during the absence of the Human Resources Director and use initiative and judgment to see that human resource matters requiring immediate attention are handled in a manner so as to minimize the effect of the Director's absence.
- Perform other related duties as assigned.

### **Knowledge of:**

- Operational characteristics, services, and activities of assigned functions, programs, and operations of a City Clerk's Office.
- Principles and practices of public administration, and the functions and procedures of city government.
- Applicable Federal, State and local laws, codes, ordinances, rules and regulations, such as the Brown Act, Political Reform Act, Municipal laws and procedures as they apply to the Municipal Code.
- Principles and practices of recruitment, selection, classification, job analysis, salary and benefit administration, training, Equal Opportunity Employment (EEO) and employee relations within a public agency.
- Protected leaves of absence under the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) and the legal requirements regarding notices to employees.
- Techniques for coaching and counseling employees.
- Communicate clearly and concisely, both orally and in writing.
- Modern organizational and office management practices and procedures.
- Filing systems including confidential records management.
- Operation of standard office equipment and computer operating systems.
- Fair Political Practices Commission (FPPC) filing requirements.

### **Ability to:**

- Understand and carry out oral and written instructions
- Independently apply principles of and practices of personnel administration.
- Organize and maintain complex and extensive files and records.
- Independently interpret and explain pertinent City and department policies and procedures to employees and the general public.
- Interpret and apply municipal laws and procedures including State law regarding the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Election Code.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond appropriately to difficult and sensitive matters.
- Organize duties and determine priorities in order to meet assigned deadlines.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Provide technical and functional supervision over assigned staff; effectively train staff.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.
- Maintain composure and communicate effectively under stress by dealing with others using skill and tact.

- Perform effectively under competing and/or conflicting demands on time and self in a challenging environment.
- Compose a wide range of confidential correspondence.

**MINIMUM QUALIFICATIONS:**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possess a valid, unrestricted Class C California driver license.
- Two (2) years of responsible professional human resources and/or city clerk experience.
- Associate's Degree from an accredited college or university in human resources, psychology, public/business administration, or related field OR five (5) years of increasingly responsible experience in a City Clerk's office, Personnel Department or other public agency that included public contact.
- Type at a speed of 60NWPM.

**DESIRED QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university in human resources, psychology, public/business administration, or related field.
- Possess, or ability to obtain, a California Commission as a Notary Public within one (1) year of appointment.
- Possess, or ability to obtain, certification through the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC).

9/22