

**MERCED IRRIGATION DISTRICT**  
**HUMAN RESOURCES ASSISTANT**  
FLSA Status – Non-Exempt

**DEFINITION:**

Under the direction of the Director of Administrative Services, perform a variety of administrative technical support work of the District personnel, labor relations, and employee benefit programs as they relate to state and federal laws and internal reporting requirements, recruitment, selection and classification, performance evaluation and fair employment.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- Employee relations including responding to questions relating to salary, benefits, personnel policies or Union/MID labor contract provisions from employees, supervisors, managers, outside agencies and the public.
- Prepare and maintain reporting systems for application, EDD, DFEH, EEOC, and other State and Federal mandated reporting.
- Manage and maintain Electronic (Springbrook) Personnel Data Files as they relate to Human Resources and Payroll including employee set up, Personnel Action Forms, salary & step increases, seniority, evaluations, deductions, benefit eligibility & enrollment, taxes, certifications, DMV Licenses, anniversary and evaluation dates, leave of absence, training & development, testing , , applicant flow and recruitment and other tracked items.
- Prepare and process employee status transactions related to employment, promotion, transfer, classification, and other information; coordinate signatures of supervisors, department managers, and general manager.
- Receive and track Temporary Rerates bi-weekly as submitted by supervisors/managers including individual employee records of the accrued hours worked in each higher classification.
- Assist with a variety of personnel management functions, including classification and compensation.
- Coordinate information for use in the employee benefit administration for employees, retirees and past employees, including health, vision, dental, life, PERS retirement, 457 Plan, and other supplemental insurance plans; educate & assist employees in the application for enrollment and coordinate payroll deductions and processing payment for vendors.
- Manage and coordinate COBRA enrollees, monitoring eligibility, expiration of coverage; allocation of invoices in compliance with State & Federal requirements
- Prepare and process beneficiary life insurance claims in accordance with policy and legal requirements
- Assist with coordination and tracking mandatory Sexual Harassment and Ethics Training for Supervisors and Managers in compliance with legal regulations.
- Coordinate and conduct District's New Hire Employee Orientation and schedule presentations for department staff as needed.
- Coordinate and track District's Leave of Absences in accordance with state and federal law, District policies and union MOU including, FMLA, CFRA, PDLL & Worker's Comp.
- Review a wide variety of documents, records, and other data for accuracy, completeness and compliance with established standards.
- Coordinate the recruitment selection procedures and process employment applications; administer written employment tests; schedule and participate in interviews; and prepare correspondence relating to employment opportunities.

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- Assist in pre-employment qualifications screening and make arrangements for background investigation, physical examinations, and drug screens in accordance with District's policies and procedures.
- Post and maintain job opening announcements; prepare employment advertisements and work with management to determine placement of advertisements in appropriate media; post job openings on the District's website and bulletin boards.
- Maintain confidential current & historical employee personnel files, benefit files, and other required records.
- Process verifications of employment from outside agencies including state disability, unemployment insurance, and leave of absence.
- Monitor and notify the Union when an employee has completed his/her probationary period in accordance with the Union/MID labor contract; process authorization to deduct union dues from IBEW and employee.
- Manage & monitor District's DMV Pull Program, DOT and Randoms Programs in compliance with District policy, state & federal law.
- Assists with salary, benefits and other HR related surveys.
- Coordinate and manage implementation of District special events and functions as needed (i.e., Employee Picnic, Retirement Parties, Fundraisers, Open Enrollment, Health Fairs, Job Fairs).
- Perform other duties as requested, directed or assigned.

### **QUALIFICATIONS**

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

#### **Education:**

- A typical way of obtaining the knowledge, skills and abilities outlined in this job description would be A.A. degree from an accredited college or university with major course work in human resources or a related field.

#### **Experience:**

- Three (3) to five (5) years of increasingly responsible clerical and administrative work in the personnel field.
- Administration of Human Resources reporting systems.

#### **Ability to:**

- Establish and maintain cooperative relationships with those contacted in the course of work and with both senior and subordinate employees of the District.
- Maintain complete confidentiality when appropriate.
- Perform work involving the use of independent judgment with required speed and accuracy.
- Learn and retain knowledge of basic applicable laws and regulations relating to personnel administration.

#### **Knowledge of:**

- Established Human Resources practices.
- Modern office practices and procedures, including correspondence, filing, office equipment, computer programs.
- Correct usage of English, spelling and punctuation.

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- Legal issues and reporting related to Human Resources (i.e. FLSA, ADA, FMLA, COBRA, EEO/AA).
- Basic principles of recruitment, selection, hiring, classification, personnel administration and benefit administration.

### **Necessary Special Requirements:**

- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### **ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

### **TYPICAL PHYSICAL DEMANDS:**

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day  
Hands/Arms: Operates computer for up to eight (8) hours per day  
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.  
Stooping: Bends body downward and forward by bending at the knees or waist  
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.  
Hearing: Hears well enough to receive communications in person and by telephone.  
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

**SUPERVISION:**

The position receives general supervision from the Director of Administrative Services.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature/Date

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Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**