



## HUMAN RESOURCES JOB FAMILY

### CAREER PATH

#### **Human Resources Assistant**

This is a position responsible for paraprofessional human resources related duties. An employee at this level may prepare and review documents, assist in the recruitment process, conduct employee onboarding, and provide advice on benefit matters. Duties may include, but are not limited to, recommending changes to and updating procedures, providing reports, and responding to information requests. Employees may input and review time entry, payroll actions, and related human resources information, and maintain accurate records compliant with relevant federal and state laws.

#### **Knowledge, Skills, and Abilities**

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate understanding of all areas of human resources, as well as the laws, principles, and practices as they are related to implementation within the agency.

Knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.



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Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High School Diploma or equivalent.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### **Necessary Special Requirements**

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

**Pay grade:** 16

**FLSA Status:** Non-Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 11/19/2023

**Reviewed:** 11/19/2023

**Revised:** --