



Job Description

22nd District Agricultural Association

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| Classification Title / Code: Personnel Technician I / 5160 | Department: Human Resources |
| Working Title: Human Resources Coordinator | Tenure: Permanent |
| Reports To: Human Resources Director | Time Base: Full Time |
| Supervision Exercised: N/A | CBID: R01 |
| Incumbent Name: Vacant | FLSA Status: Non-Exempt |

Position Description

Under the general direction of the Human Resources Director, provides comprehensive administrative support to the Human Resources Department, performing work in all the major human resources in all the major human resources functions, including selection, classification, compensation, and training. Work assignments include but are not limited to preparing examinations and assessments, analyzing pay data, auditing employee programs, and assisting with training programs. The ideal candidate is a skilled communicator adept at establishing and maintaining cooperative working relationships with a diverse workforce. Uses active listening and sound judgment to manage multiple work priorities and deadlines to meet District, departmental, and customer needs while maintaining a high level of confidentiality and professionalism.

Essential Job Functions

Employee must be able to perform the following functions with or without reasonable accommodations. Consideration of reasonable accommodation for qualified individuals with disability may be made, providing that doing so does not impose an undue hardship.

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| 50% | <ul style="list-style-type: none"> ▪ Reviews and screens applications for education, experience, and eligibility. ▪ Gathers and analyzes historical data to assist with development of assessments. ▪ Prepares announcements of examinations and assessments. ▪ Selects, analyzes, and edits items for assessments. ▪ Maintains working knowledge of Human Resources policies and procedures and serves as an HR point of contact for related matters within the organization. ▪ Prepares correspondence and reports on Human Resources matters. ▪ Analyzes, updates, and organizes job description forms. ▪ Assists with onboarding temporary employees. |
| 35% | <ul style="list-style-type: none"> ▪ Assists with recruitment and selection of candidates. ▪ Participates in planning and implementing recruitment programs and advertisement of job openings, including email blasts, job fairs, flyers, and other outreach. ▪ Participates in the planning and recruitment strategy for full-time and mass seasonal hiring for the annual San Diego County Fair. ▪ Helps prepare reporting and paperwork for regulatory agencies such as the Employment Development Department (EDD). ▪ Maintains employee personnel files and organizes other documents and paperwork. ▪ Prepares announcements on required training, documents, and onboarding forms. ▪ Assists in the development and administration of training programs. ▪ Answers general Human Resources questions to assist customers. |

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| 10% | <ul style="list-style-type: none"> ▪ Collects pay data to conduct classification or pay surveys. ▪ Interprets and explains civil service law, rules, and procedures, including State and Federal Human Resources regulations and bargaining unit Memorandum of Understanding. ▪ Supports payroll processing and paycheck distribution for employees. ▪ Assists with audits of HR related programs. ▪ Supports and promotes a positive work environment and productive relationships with all staff in a discreet, ethical, and professional manner. |
| 5% | <ul style="list-style-type: none"> ▪ Assists with coordinating employee recognition efforts. ▪ Supports other HR staff overseeing drug and alcohol testing program and DMV regulations. ▪ Research specific areas of public HR management, including conducting and/or reviewing analytical studies and surveys. ▪ Studies various personnel operating procedures and best practices. ▪ Reviews and stays current with policies, rules and regulations related to HR management and compliance (ACA, EEO, LOA, wage and hour laws) ▪ Helps maintain organizational charts. ▪ Coordinates annual Open Enrollment health benefits event for employees. ▪ Assists with HRIS and launch of new systems and/or processes. ▪ Attends a variety of staff meetings and training classes. |

Marginal Job Functions

- Willingness to work irregular hours including weekends, evenings, and holidays as needed.
- Represent the District in a professional manner.
- Other related duties as required.

Desired Qualifications

- Bachelor's degree in human resources field or equivalent HR experience.
- Experience with benefits administration, Workers' Comp, recruiting, and HR training and Presentations.
- Experience with HRIS systems, recruitment, applicant tracking and onboarding systems.
- Bilingual Spanish and English.
- Proficient in Microsoft Office.
- Professional in Human Resources (PHR) certification.

Typical Working Conditions

Work is primarily performed in a standard office environment with artificial light and climate control. While performing this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to operate standard office equipment, push and pull file drawers and move bank boxes up to 25 pounds. At times, work activities can involve walking and standing on foot for long periods. Work activities also require the employee to read, write, and speak English at a level required for successful job performance.

Duties of this position are subject to change and may be revised as needed or required