



Department Personnel Assistant II

Class Code:
4951

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU
Established Date: Mar 10, 2023
Revision Date: Mar 10, 2023

SALARY RANGE

\$20.62 - \$25.70 Hourly
\$1,649.84 - \$2,055.60 Biweekly
\$3,574.65 - \$4,453.80 Monthly
\$42,895.84 - \$53,445.60 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer

We welcome applicants of any race, religion, or ancestry.

For exact salary information please refer to the current salary schedule. [County Website](#)

General Statement of Duties

Under general supervision, to perform a variety of difficult, complex, and specialized program, office, administrative, and general support work in collaboration with the County Personnel Program; to prepare, process, assemble, and distribute material for recruitment and selection to fill vacancies; to prepare personnel transactions; to assist the Personnel Manager or Department Head with information gathering; to provide a variety of information about County Personnel policies and procedures to the County staff in assigned department; and to do related work as required.

Distinguishing Characteristics

Department Personnel Assistant II is the fully experienced level in the Department Personnel Assistant series. This class is distinguished from other clerical classifications in that it requires the knowledge of personnel rules, regulations, and procedures, including personnel actions, payroll, insurance, examination scheduling or processing, or certification of eligible applicants. Work at this level requires prior extensive personnel/payroll experience. This class is distinguished from the lower class of Department Personnel Assistant I by the wider scope of administrative assignments, requiring more in-depth knowledge of County policies and functions.

Reports to

Designated department management

Classifications Supervised

Positions in this class may be assigned work coordination, training, and lead work responsibilities for other support staff.

EXAMPLES OF DUTIES:

Essential Functions

Performs a variety of complex and specialized programs, office, administrative, and general support assignments for the County Personnel Program; develops bulletins and announcements for recruitment and selection processes to fill position vacancies; proctors and prepares materials needed for testing, organizes selection processes, maintaining required documentation and sending notices to job candidates; processes personnel transactions and maintains personnel files; gathers, organizes, and maintains data for special studies in conjunction with the Personnel Department develops organizes and distributes documents for personnel procedures; provides a variety of information about personnel processes policies, and procedures for County staff in assigned department; may assist with the administration of employee benefits, leaves risk management, general liability, unemployment insurance, accommodations and workers compensation; prepares analysis of legislation affecting designated department operations and programs; works on special assignments as assigned; operates a personal computer and uses a variety of software to develop and maintain personnel information and generate reports; prepares correspondence; operates office equipment.

Knowledge of:

- Functions and implementation of County Personnel processes.
- Personnel recruitment and selection processes.
- Public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office and administrative support work, including the maintenance of personnel records.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Principles of work coordination and planning.
- Research and information gathering techniques.
- Statistical methods and analysis.
- Legislative and executive functions and procedures.

Ability to:

- Understand interpret, analyze and apply governing personnel rules and regulations, including County Code, County Personnel Policy, labor contract provisions, and State / Federal policies.
- Maintain on-going responsibility for personnel program support functions in providing assistance for the designated management.
- Perform a variety of complex and specialized administrative, office, and general support work in conjunction with County Personnel.
- Perform clerical work involving independent judgment, and requiring accuracy and speed.

- Read, interpret, and apply policies, procedures, and regulations.
- Follow oral and written directions.
- Gather and organize data and information.
- Skillfully interview others and obtain sensitive information.
- Maintain and update records and reports.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Perform detailed and accurate review of personnel transaction information, forms, and reports.
- Deal tactfully and courteously with other employees and the general public.
- Compose routine correspondence from notes or verbal instructions.
- Perform arithmetic calculations.
- Operate a computer and use specialized software in the performance of assigned work.
- Establish and maintain cooperative working relationships.

TYPICAL QUALIFICATIONS:

Training and Experience:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

- Two years of responsible work experience comparable to that of a Personnel Assistant I with Siskiyou County.

Special Requirements:

Possession of, or ability to obtain, a valid and appropriate driver's license.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff.