

Job Title	PERSONNEL ASSISTANT I-II
Closing Date/Time	February 3, 2023, 4:30 PM Pacific Time
Salary	\$1,767.52– \$2,599.20 Biweekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments (CL)

Applications are available online beginning Friday, January 20, 2023, through 4:30 pm, Friday, February 3, 2023.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach’s Human Resources Department for the duration of the vaccine mandate.

Salary Information:

Grade Level I – \$1,767.52 - \$2,410.16
 Grade Level II –\$1,919.28 - \$2,599.20

EXAMPLES OF DUTIES:

Under general supervision, performs a variety of increasingly responsible para-professional and technically complex duties in a variety of human resource functional areas; responds to inquiries regarding the Human Resources Management System, personnel policies and procedures, employee benefits, salary resolution, and various City documents; develops, verifies and distributes reports; provides technical assistance to City departments; interprets City-wide policies and procedures relating to a variety of Human Resources activities; tracks information using various software programs on a computer; assists managers and staff in the collection, analysis and evaluation of data related to Human Resources programs; may assist in coordinating employee benefits programs such as Deferred Compensation, Long-Term Care, health and dental insurance; may review, verify, edit, and input personnel/benefit transactions; may perform lead supervision and training of subordinate personnel; may make recommendations regarding modifications to Human Resources programs and policies; may develop and maintain Internet/Intranet web pages/sites; may organize and participate in personnel-related training; performs other related duties as required.

REQUIREMENTS TO FILE:

- Equivalent to two years of college from an accredited college or university.

AND

- Two years of experience performing human resource related functions such as employee benefits, human resource automated systems, Equal Employment Opportunity (EEO), and/or employee training programs;

OR

- Any combination of education and human resource related experience totaling four years.

***Proof of required documents, such as transcripts or diploma, must be uploaded to the application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degree must indicate the field of study and transcripts must indicate the field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**

Knowledge, Skills, and Abilities:

Candidates must possess all of the following:

- Ability to gather and organize data;
- Ability to interpret and apply the Personnel Ordinance, Salary Resolution, Civil Service Rules and Regulations, and Payroll/Personnel Procedures, Personnel Policies and Procedures, Administrative Regulations, and employee benefit provisions;
- Ability to effectively communicate orally and in writing;
- Proficiency with computers and automated human resources systems.

Willingness to work overtime, weekend and/or holiday hours may be required for some positions.

A valid driver's license will be required at time of appointment.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Appraisal Interview (may include writing exercise).....	100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of exam results. The resulting eligible list will remain in effect for one year. Screening of applicants will be conducted on the basis of applications and required supplemental applications submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based upon the number of applications received, the selection procedure may be changed. In the event a revision is necessary, all affected persons will be notified.

If you have not received notification within two weeks after close of filing contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting

transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.

J.O.B. D93AN-23

TJ:PA

1/18/2023