



Date: February 3, 2021
To: Civil Service Commission
From: Elsa Ramos, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION:
PERSONNEL ASSISTANT I-II**

Correspondence has been received from Fred Verdugo, Acting Human Resources Director, requesting Civil Service Commission approval and adoption for the revised classification specification of Personnel Assistant I-II. Staff has reviewed this request and recommends approval from the Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- The Personnel Assistant performs a variety of increasingly responsible para-professional and technically complex duties in a variety of human resources functional areas.
- The classification specification of Personnel Assistant I-II was adopted on November 18, 1998 by the Civil Service Commission.
- The proposed changes to the Personnel Assistant I-II classification specification are as follows:
 - **Example of Duties:** Removed outdated references.
 - **Minimum Requirements:** Removed outdated references and updated language to include experience in Equal Employment Opportunity (EEO) and/or employee training programs.
 - **Knowledge, Skills and Abilities:** Removed outdated references and updated language to include ability to interpret and apply Personnel Policies and Procedures and Administrative Regulations.
- The meet and confer obligation was completed on November 20, 2020 with the Long Beach Association of Confidential Employees union regarding the proposed changes.

The Human Resources Department has been advised that this item is on today's agenda. Representatives from the Department will be present to answer any questions posed by the Civil Service Commission.

Date: January 27, 2021

To: Civil Service Commission

From: Fred Verdugo, Interim Director of Human Resources For: 

Subject: **CLASSIFICATION SPECIFICATION UPDATE – PERSONNEL ASSISTANT**

Attached for your consideration is an update to the Personnel Assistant classification specification. The classification specification was updated to maintain consistency with recent Civil Service job bulletins and update language with current terminology. Knowledge, skills, and abilities statements were also added to the classification specification.

Human Resources staff worked with Civil Service to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Personnel Assistant classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

Attachments

Personnel Assistant Class Specification.

FB:DA:KC:GM

cc: Dana Anderson, Interim Deputy Director
Khristina Coston, Human Resources Officer

TITLE: PERSONNEL ASSISTANT I - II

DEFINITION: Under general supervision, performs a variety of increasingly responsible para-professional and technically complex duties in a variety of human resources functional areas.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the journey-level duties of the classification.

Grade Level II- Performs the most complex duties of the classification.

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

- 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.

MINIMUM REQUIREMENTS:

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

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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;
- Proficiency with computers and automated human resources systems;
- Ability to effectively communicate orally and in writing.

HISTORY:

Revised 06/23/98

Approval/Adoption Date: 11/18/98 Civil Service Commission

Revision/Approval: XX/XX/XXXX