



## Agenda Submittal

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<b>Agenda #:</b>		<b>Status:</b>	Agenda Ready
<b>Type:</b>	CSC-Document	<b>Department:</b>	Civil Service Commission
<b>File #:</b>	CSC 18-0010	<b>Contact:</b>	Marc Fox, 784-2552
<b>Agenda date:</b>	4/11/2018	<b>Final action:</b>	
<b>Title:</b>	Amend the classification description of Human Resources Assistant		

**Governing body:**

**District:**

**Attachments:** 1. A - HR Assistant Add\_Delete, 2. B - HR Assistant Final

Date	Ver.	Action By	Action	Result
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### HUMAN RESOURCES' RECOMMENDATION

The Director of Human Resources recommends the Civil Service Commission amend the classification of Human Resources Assistant.

### SUMMARY

The Human Resources Department uses the classification series of Human Resources Assistant for performing technical functions related to the procedures and standard practices related to personnel transactions, employee benefit transactions, recruitment and selection, training, employee relations, and other Human Resources Department functions. The journey level classification description was created in July 2005 and amended in 2016 to include Risk Management functions and to provide a segue into the Risk Analyst positions for purposes of succession planning and upward mobility. The revision removes barriers of entry for candidates with relevant private sector experience, while maintaining a preference for individuals who have public sector experience, and who are familiar with public sector benefits and retirement provisions.

### DISCUSSION

The Human Resources Assistant is the journey level classification in the Human Resources Assistant Series. On July 13, 2005, the Civil Service Commission adopted the classification, and in 2016, revisions were adopted by the Commission.

The proposed revisions eliminate the requirement for public sector experience, thereby removing barriers of entry for candidates with relevant private sector experience. Further, the proposed edits provide the ability to grant preference for those applicants who have public sector experience and who are familiar with public sector benefits, including those provided by the California Public Employment Retirement System, as well as other typical benefits found within the public sector arena. Lastly, the proposed amendments clarify the minimum education level required for this position is a high school diploma or GED.

Within the current labor market, competition for qualified individuals is high. The proposed edits will expand opportunities to find individuals who have worked within the field of Human Resources, but who may not necessarily have done so within the public sector environment.

Copies of the proposed classification description showing the amended text ("add/delete version") and a final

proposed version are attached.

**ALTERNATIVES**

The Civil Service Commission could opt to not approve the proposed amended classification specification; however, this is not recommended as the updated classification will ensure that we are not excluding other qualified individuals.

**OTHER AGENCY INVOLVEMENT**

The Human Resources Assistant is a confidential classification and not represented by a collective bargaining organization.