



## Job Descriptions – Personnel

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**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Office Assistant I  
**DEPARTMENT:** As Assigned  
**REPORTS TO:** Department Supervisor  
**FLSA STATUS:** Not exempt  
**APPROVED DATE:** 9/14/16

**SUMMARY**

Under supervision, does general typing and performs varied clerical work of moderate difficulty; does other work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Uses computer to compile information and prepare reports, business correspondence, and other materials.

Composes and prepares answers to routine letters.

Files documents and maintains filing system, **including** scanning to and filing in document storage systems.

Acts as a receptionist.

Maintains an adequate stock of office supplies by taking periodic inventory, requisitioning supplies and controlling the receipt of supplies.

May accept, date stamp, log, input and file applications for housing assistance.

May maintain schedule for Section 8 Inspectors, including setting up appointments and notifying residents and property owners.

May retrieve criminal background history reports of applicants and residents of housing programs.

Sorts and distributes mail, answers multi-line telephone, and performs similar duties.

Answers questions concerning the organization or department, or refers persons to another source of information.

Explains program requirements to applicants and residents.

Keeps tickler files up to date.

Operates and maintains a variety of office machines, such as photocopier, postage meter, and fax machine, typewriter, two-way radio, and multi-line phone system.

**Option I: Live Off-Site**

Employees filling this position will work at the Central Office or at a property owned and/or operated by the Housing Authority but will not live on-site nor be granted an apartment as part of their compensation.

**Option II: Live On-Site**

Employees filling this position will work at a property owned and/or operated by the Housing Authority and will be required to live on-site. Their housing and utilities are included as part of their compensation.

**SUPERVISORY RESPONSIBILITIES**

May supervise temporary clerical assistants.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Graduation from high school or equivalent and six months of experience as a Housing Authority **clerical** trainee, or one year of experience in **data entry** and clerical work. Education may be substituted for the required experience if (a) of an academic nature above the twelfth grade level on the basis of one year of education being equivalent to three months of experience; or (b) of a business or commercial nature above the twelfth grade level on the basis of one year of education being equivalent to six months of experience.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions; sort correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to residents and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a typing certificate verifying a typing speed of 35 words per minute. Must possess a valid California driver license and be insurable by the Housing Authority automobile insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit at a desk for long periods of time. Must be able to input and retrieve data from a computer or computer terminal. Must be able to communicate effectively verbally and in writing. Must occasionally lift and/or move up to 35 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**Job Title:** Office Assistant III  
**Department:** As Assigned  
**Reports To:** Deputy Director  
**FLSA Status:** Non-Exempt  
**Approved Date:** 10/10/01

**SUMMARY**

Under general supervision, performs a variety of clerical duties requiring a knowledge of interrelated departmental paperwork and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Communicates effectively and may act as a liaison with residents, staff and other agencies. Develops and maintains files of correspondence, departmental reference material and reports. Contacts other departments for the purpose of gathering information.

May coordinate the routine assignments of other clerical personnel, checking completed work for form, completeness and accuracy.

Works on assignments requiring a high degree of initiative and independent judgment, and confidentiality.

Operates a variety of computer software, including Windows applications. Prepares program related routine correspondence and reports, and newsletters.

Collects data, tabulates and posts data, and compiles records, reports and grant applications.

Manages supply inventory, prepares and routes requisitions for supplies, equipment or services and tracks their receipt.

Maintains control of agreements for temporary personnel. Operates computer terminal to input and retrieve data.

Operates office machines such as typewriter, adding, calculating and duplicating machines.

Prepares reports including conclusions and recommendations for solution of

administrative problems.

May be required to record and transcribe minutes of meetings.

Directs services such as maintenance, repair, supplies, mail and files for area of responsibility. Reads incoming material and sorts it according to established file system.

### **SUPERVISORY RESPONSIBILITIES**

May supervise temporary workers or trainees.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) required. Completion of an accredited business school preferred. Two years experience required as clerical support for social service agency or other related experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, reports and correspondence. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Driver License and be insurable by the Housing Authority's automobile insurance carrier.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to move from place to place within the assigned office and between offices. The employee must be able to use a computer for the purpose of inputting and retrieving data. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to operate a motor vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**HOUSING AUTHORITY OF THE COUNTY OF KERN**  
**Job Description**

**JOB TITLE:** Personnel Director  
**DEPARTMENT:** Administration  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Exempt  
**APPROVED DATE:**01/14/09

**SUMMARY**

Plans and conducts all phases of personnel activity including implementation of agency personnel policy. Ensures agency compliance with federal and state laws regarding personnel. Interacts with employees at all levels with regard to employee inquiries and actions. Reports directly to the Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.

Plans and carries out policies relating to all phases of personnel activity: Recruits, interviews, and makes recommendations for selection of employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward company goals and to provide new employees with information about the agency's policies and benefits.

Keeps records of benefits plans participation such as insurance and pension plan and of personnel transactions such as hires, promotions transfers, performance reviews and terminations.

Serves as the agency contact person to employee benefit providers, workers' compensation providers, state and federal agencies dealing in employment issues and California Public Employees' Retirement System (CalPERS).

Applies state and federal law relating to employee rights and benefits.

Revises agency personnel policies as needed.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety and sexual harassment, and other subjects as assigned.

Advises management in appropriate resolution of employee relations issues.

Responds to inquiries regarding policies, procedures and programs.

Administers performance review program to ensure effectiveness, compliance, and equity within organization.

Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave and other leaves of absence.

Investigates work related accidents and prepares reports for *Workers' Compensation* insurance carrier.

Conducts wage surveys within labor market to determine competitive wage rate.

Meets with employees and supervisors to resolve grievances.

Prepares separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Maintains confidentiality and ensures employee's right to privacy in personnel matters.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

Represents organization at personnel-related hearings and investigations.

May work directly with agency counsel in employment litigation matters.

Administers employment examinations to applicants.

Keeps records of hired employee characteristics for governmental reporting purposes.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises at least one clerical employee assigned to the Personnel Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Requires any combination of training, experience equivalent to a Bachelor's degree in Human Resources, Business Administration or related field, and a minimum of three years of progressively responsible work experience administering human resources functions including interpreting and applying state and federal law or its equivalent.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Driver License and be insurable by the agency vehicle insurance carrier.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to use a computer for the purpose of inputting and retrieving data. The employee must be able to communicate clearly by telephone or in person with the management, employees and clients of the agency; must be able to move within office and between development sites within the agency and must be able to lift or move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.