

**CITY OF RIO VISTA**  
**HUMAN RESOURCE ANALYST/DEPUTY CITY CLERK**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**SUMMARY DESCRIPTION**

Under direction of the City Manager, plans, administers, and implements a full-service human resources program including recruitment and selection, worker's compensation, employee performance evaluation, employee orientation, classification and compensation programs, and risk management functions; the incumbent is deputized to receive legal documents for the City in the absence of the City Clerk. Acts for the City Clerk on a relief basis, transcribes minutes of the proceedings, and follows-up on City Council actions; attests, publishes and posts ordinances and resolutions; executes legal contracts; and responds to a variety of questions and inquiries.

**DISTINGUISHING CHARACTERISTICS**

The Deputy City Clerk/Human Resource Officer is a single, high-level position classification within the City Manager's Office, with particular program responsibilities in the areas of personnel, employee benefits and risk management. The incumbent is expected to exercise judgment and initiative in the performance of duties. The incumbent has considerable latitude for the exercise of independent judgment in carrying out assigned responsibilities.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, administers, and implements a full-service human resources program including recruitment and selection, worker's compensation, employee performance evaluation, employee orientation, classification and compensation programs, and risk management functions; maintains a variety of confidential records and files.
2. Initiates, oversees and participates in the implementation of the City's recruitment and selection programs; develops job announcements and recruitment advertisements; participates in the selection process including setting up interview panels, testing and scoring employment examinations, establishment of employment lists, and referral of candidates to departments for hiring interviews.
3. Conducts new employee orientation sessions; processes paperwork and forms; explains City human resources policies and procedures; provides information on benefit plans and enrollment decisions required; makes appointments for physicals and drug screens as necessary; generates Personnel Action Request forms for new hires and payroll changes of status.
4. Maintains a variety of confidential records and files; maintains personnel files and processes a variety of employee records; responds to staff questions regarding evaluations, merit increases, medical questions, and other general personnel department issues.
5. Coordinates the day-to-day operations of the City's workers' compensation and employee benefit programs with outside administrators and brokers; processes claim forms and COBRA benefit notices as necessary.

## Human Resource Analyst/Deputy City Clerk (*Continued*)

7. Participates in administering the City's classification and compensation systems and plans; prepares and revises class specifications; conducts salary and benefit surveys; analyzes data; prepares analyses and reports for staff; responds to salary and benefit studies and provides appropriate information as necessary.
8. Under the direction of the City Manager coordinates City-wide training for safe work practices or general employee meetings.
9. Monitors City compliance with EEOC/AA guidelines and prepares required documentation.
10. Processes liability and property damage claims; coordinates claims process with third party administrator.
11. Serves as contact for Risk Management JPA's for liability and workers' compensation.
12. Serves as Information Technology liaison between City staff and IT vendor to resolve computer related issues.
13. Assist City Clerk with the compilation of agenda items for City Council meetings; preparation and distribution of agenda packets; and publish agenda information within legal mandates of the Brown Act.
14. In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, take and prepare minutes.
15. Assists in responding to Public Information Requests from the public and staff; researches and provides necessary information; answers questions and provides information where judgment and knowledge are utilized, including in the proper handling of confidential information or files; ensures that citizens have access to information by researching and providing copies as necessary.
16. Assists the City Clerk in the Fair Political Practices Commission (FPPC) annual, assuming and leaving office statements for Code 87200 filers and designated filers.
17. Acceptance of legal documents; certifies/attest documents; receives subpoenas, claims and summonses on behalf of the City.
18. Performs a wide variety of responsible administrative duties for the City Council; provides support and liaison to City Council sub-bodies (Commissions and Committees) including maintaining listings, advertising, vacancies, and processing applications for Council appointments.
19. Serves as the Clerk of Record to the Successor Agency Oversight Board, performing all related administrative duties.
20. Provides responsible, complex and confidential administrative and secretarial support to the City Manager; types and proofreads a wide variety of complex and confidential reports, letters and memoranda; independently prepares correspondence; types from rough draft or verbal instructions.
21. Screens office and telephone callers; responds to complaints and requests for information on department regulations, procedures, systems and precedents relating to assigned responsibilities
22. Performs related duties as required.

## Human Resource Analyst/Deputy City Clerk (Continued)

### **KNOWLEDGE/ABILITIES/QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Operational characteristics, services, and activities of a human resources program and Deputy City Clerk functions.
- Principles and practices of public personnel administration including employee classification, compensation, recruitment, selection, training, equal opportunity employment, and employee orientation.
- Principles of Worker's Compensation and employee benefit programs.
- Methods and techniques of recruiting, interviewing, and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration.
- Methods and techniques of employee relations including negotiations and interpretation of laws, regulations, memoranda of understanding, compensation and benefits.
- Principles and practices of municipal operations and legislative proceedings.
- Rules and regulations governing the conduct of public agency council meetings.
- Practices used in minute taking and preparation.
- Codes and ordinances in city clerk program areas.
- Office procedures, methods, and equipment including computers and applicable computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of fiscal, statistical, and administrative research.
- Principles and procedures of record keeping and filing.
- Basic principles of risk management.
- Principles of business letter writing and basic report preparation.
- Principles and practices of customer service.
- English usage, spelling, grammar and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations related to area of assignment.

#### **Ability to:**

- Perform a variety of duties supporting human resources operations including employee classification, compensation, recruitment, selection, training, equal opportunity employment, and employee orientation.
- Perform assigned duties using independent judgment and personal initiative.
- Design effective recruitment programs to obtain qualified candidates and develop valid and effective selection procedures.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Research issues related to assigned area of responsibility.
- Communicate information and policy/program changes to employees.
- Develop, conduct, and coordinate new employee orientation programs.
- Conduct compensation and benefits research and analysis and provide appropriate recommendations based on findings.
- Maintain confidentiality of work performed.
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Interpret and apply a variety of city, state, and federal rules, laws and policies related to area of assignment.
- Deal with a variety of individuals in person or over the phone in a courteous manner.
- Maintain a variety of confidential files.
- Provide information and organize material in compliance with laws, regulations, and policy.
- Work cooperatively with other departments, City officials, and outside agencies.

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- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Type at a speed necessary for successful job performance.
- Research, compile, and interpret data.
- Independently prepare clear, concise, and accurate records, reports, and correspondence.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Implement and maintain filing systems and records management systems.
- Take notes and minutes of Council and other meetings transcribing them accurately.
- Provide assistance in gathering and organization of information on a variety of administrative issues.
- Deal tactfully and courteously with employees, members of the public, and other public officials.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to graduation from high school with supplemental business school or applicable college-level course work from an accredited college or university with major course work in human resources, business administration, public administration, or a related field.

**Experience:**

Five years of experience involving a variety of administrative responsibilities that include personnel, record keeping and benefit programs. Experience working in a public agency setting and dealing with the public is highly desirable.

**License or Certificate:**

- Possession of or ability to obtain by date of appointment, an appropriate driver's license.
- Possession of Human Resources Certification from an accredited college is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**


*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office environment with public contact and constant interruptions; incumbents may be required to work extended hours to attend off-hours meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Created: January 3, 2013

Approved:

  
Joseph M. Tanner, Interim City Manager