

## **DEPUTY CITY CLERK/HR TECHNICIAN**

### **DEFINITION**

Under supervision of the Administrative Services Director/City Clerk to perform highly responsible and complex support and administrative work, including technical, confidential/sensitive and clerical duties related to human resources, risk management, department grant administration, and to assume the administrative and statutory responsibilities of the City Clerk when that person is absent.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Maintains records and ensures proper preparation of department grant reports.

Ensures proper development and maintenance of detailed fiscal and program records for assigned grants; discusses grant requirements and progress with funding agencies; monitors grants to ensure and determines on-going compliance of grants; performs special projects and financial support work related to grants.

Reconciles assigned grants monthly, reviews cost information, verifies grant related invoices, reimbursement requests, contracts, pay estimates, payroll data, purchase orders, check requests and receiving documents; verifies coding accuracy, correct project numbers, contract numbers, appropriate authorizations and signatures in accordance with grant and City compliance requirements.

Monitors and administers relevant department and grant contracts and agreements; coordinates with consultants, and contractors.

Assists in developing various grant programs and projects.

Performs a wide variety of complex, responsible, and confidential, administrative and statutory duties.

Maintains records and files regarding department administrative activities.

Assists in developing department policies and procedures in order to meet department objectives.

Assists customers at the counter, on the telephone, and via email, answering inquiries, explaining policies and procedures, and providing forms and informational materials.

Assists the City Clerk with municipal elections, including the issuance of nomination papers and serving as the filing officer for the required FPPC documents; prepares agendas, assembles meeting packets, attends meetings in the absence of the City Clerk, takes and transcribes minutes and prepares follow-up correspondence.

Assists in monitoring the employee performance evaluation process, tracking evaluation dates in the HR enterprise system and monitoring notices for step and merit increases, maintaining records and generating other appropriate paperwork as required.

Assists in coordinating training for City staff, including scheduling training, preparing and distributing announcements, and tracking training attendance.

Assists with the coordination of recruitments, which includes, posting job announcements, responding to applicant inquiries, scheduling written exams and oral board interviews, preparing oral board and other testing materials, and corresponding to applicants.

Assists in the hiring process for new employees, including: guiding new hires through new hire procedures, meeting with new hire employees to process paperwork, and ensuring the required documents are submitted.

Assists in maintaining and monitoring personnel files; file personnel transactions in the personnel files.

Assists in maintaining the City's website and the City's intranet.

Assists with classification and salary studies.

Researches and prepares a variety of risk management reports, schedules, statements, budget reports and technical data involving risk management activities.

Supports management in the processing of incoming liability and property loss claims and in the handling of in-house claims not managed by the City's joint power authority.

Provides technical and confidential support for property and liability claims processing, worker's compensation, and safety and hazards program management.

Processes the Universal Waste Service Exemption forms, including receipt from property owners, tracking exemptions, and correspondence with applicants and property owners.

### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Basic principles and practices of fiscal, statistical and administrative data collection and report preparation.

Basic principles and practices of governmental operations.

Basic principles and practices of budget administration.

Research and reporting methods, techniques and procedures.

English usage, spelling and grammar and punctuation.

Modern office methods, procedures, and equipment including computer software and hardware.

Principles and procedures of record keeping.

Principles and techniques used in public relations.

Principles of report and business letter writing.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Learn, interpret and apply laws, regulations, policies and procedures.

Analyze and compile technical and statistical information and prepare reports.

Exercise sound independent judgment within general policy guidelines often involving confidential and sensitive issues; make sound recommendations within areas of responsibility.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing; compose general correspondence, letters, reports, ordinances and resolutions.

Handle multiple tasks and responsibilities involving the use of independent judgement and personal initiative.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Explain and problem-solve issues for the public and staff.

**Experience and Training Guidelines:**

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

**Experience:**

Two years of college in any coursework with business administration or related field is desirable; four years of increasingly responsible secretarial and clerical experience involving frequent public contact; or other related experience involving human resources, or City Clerk department.

**Training:**

High school graduate or GED equivalent.

Associate's degree in business administration, or related is preferred

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Certification of a California Notary Public required within six months of appointment and renewal of certification required.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with ability to travel to different sites and some exposure to outdoors.

**Physical Demands:**

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level.

**Working Conditions:**

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors and noise. Many hours of reviewing files, policies and other documents. The job is primarily inside with occasional visits to other job sites, including climbing stairs. Use of a computer and other office equipment. Working alone, working around or with others. Attendance of night meetings and/or night emergency calls and travel throughout the State for trainings may be required.

**Effective Date:**

Resolution No. 2022-