

CITY OF ARCADIA
HUMAN RESOURCES ASSOCIATE

DEFINITION

Under direction, to perform entry level professional, administrative, and analytical support duties within program areas for human resources, including recruitment, selection, evaluation, classification, compensation, benefits, employee relations, workers' compensation, and risk management; to assist with administrative processes, procedures, and programs; and to provide technical and responsible assistance to assigned programs.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the human resources series. Positions at this level usually perform most of the duties required of the positions at the Human Resources Analyst level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are typically explained in detail as they arise. Since this class is used as an entry-level class, employees will have professional education but may have only limited or no directly related work experience.

Positions in this class series are flexibly staffed and positions at the Human Resources Analyst level may be filled by advancement from the Human Resources Associate level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Human Resources Analyst level.

SUPERVISION EXERCISED

Does not exercise any supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate assigned programs and administrative support functions and specialized department programs.

Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.

Compile and analyze data and make recommendations regarding program needs.

Assist in the drafting and implementation of policies and procedures; assist in the preparation of ordinances and other supporting program documents.

Participate in the preparation and administration of operating and capital budget(s).

Collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations.

Conduct comprehensive salary and benefit surveys; assist with job evaluation, classification, and specification development; assist with monitoring and analyzing legislation that impact program areas.

Prioritize and coordinate work assignments.

Serve as a liaison with employees, public and private organizations; provide information and assistance to the public regarding the assigned programs and services; receive and respond to complaints and questions relating to assigned area of responsibility; review problems and recommend corrective actions, where appropriate.

Participate in special projects including research of new programs and services, budget analysis and preparation, and feasibility analysis.

Provide training in various areas to department employees including updated rules and laws, and other areas as required.

As needed, coordinate activities and special events with other City departments, the public and outside agencies; attend meetings as representative for the department.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General principles and practices of municipal government management.

Pertinent Federal, State, and local laws, codes and regulations.

General principles and practices of municipal government budget preparation and administration.

Research and reporting methods, techniques, and procedures.

Principles and procedures of financial, statistical, and administrative record keeping.

Sources of information related to a broad range of municipal programs, services, and administration.

Modern office procedures, methods and computer software and hardware.

Skill to:

Operate modern office equipment including computer equipment, software applications, word processing, spreadsheet, and desktop publishing software (or a demonstrated capacity to learn).

Ability to:

Research, analyze, and evaluate human resources programs, policies, and procedures; make sound recommendations.

Effectively administer a variety of human resources programs and activities.

Interpret and apply Federal, State, and local policies, procedures, laws and regulations as they pertain to human resources functions.

Establish, maintain, and foster positive and harmonious working relationships with staff, management, City departments, community organizations, boards, commissions, and the public.

Communicate clearly and concisely, both orally and in writing.

Minimum Qualifications:

Experience:

No prior experience is required. One year of administrative experience in local government is desirable.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources management, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: April 2025