

<b>Job Class Code: 0300</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide support in the processing and maintenance of personnel information and job applications. The class is responsible for collecting and reviewing information, processing personnel actions, updating and maintaining documentation, verifying accuracy, and providing support for related activities. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
	<ul style="list-style-type: none"> <li>• Collects and reviews Human Resources information in order to prepare and process personnel files.</li> <li>• Processes personnel actions such as status changes, leave records, and salary adjustments.</li> <li>• Updates and maintains personnel documentation for accuracy and agreement with operating budgets.</li> <li>• Verifies accuracy of personnel data to ensure records are in order.</li> <li>• Supports staff and employees with related Human Resources activities such as interpreting policies and procedures and coordinating orientations.</li> <li>• Prepares and maintains various reports, records, and other documentation.</li> <li>• Assists with the facilitation of training on the City’s Human Resources policies and procedures.</li> <li>• Places job advertisements with newspapers and other media.</li> <li>• Performs related tasks as necessary such as providing information such as employment notices and statistical data.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas; computes discounts, ratios, rates, and percents; may use descriptive statistics.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires an associate’s degree or any equivalent combination of education and experience in human resources management or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of three months of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*