



## **Part-Time People & Risk Specialist**

Salary Range: Skilled

### **DEFINITION**

The People and Risk Specialist position performs a variety of clerical tasks and/or works on special projects in the Personnel and Risk Operations (PRO) department or other departments, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Personnel and Risk Analyst, but may also receive supervision from other managers depending on specific assignments.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to:

- Assist in updating risk and personnel policies.
- Assist in updating human resources section of the Town website.
- Conduct research on human resources related policies and California employment law to help Personnel and Risk Analyst formulate policy decisions.
- Participate in morale-building and wellness event planning and coordination.
- Work with Safety Committee to complete CJPIA action items to help the Town of Mammoth Lakes better mitigate risk.
- Coordinate the recruitment and interview process by interfacing with candidates via email/phone, preparing interview packets, and other related tasks of the recruitment process.
- Process new seasonal employee paperwork.
- Prepare personnel action forms for review by Personnel and Risk Analyst.
- Perform a variety of clerical support duties including copying and assembling materials, assembling and binding reports, sending documents, filing, typing, and data entry.
- May assist the general public, customers, and/or Town employees on the telephone or in person, providing information on the department and assigned program policies and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor or other appropriate employee for resolution.
- May prepare a variety of correspondence, reports, articles, meeting notices, agendas or minutes, and instructions from rough draft, verbal, or written instruction, edits materials for clarity, completeness, accuracy, consistency, and adherence to special

format, policies and procedures utilizing word processing, spreadsheet or database software.

- May perform limited special projects as assigned, following established policies, regulations, instructions and safety procedures.
- May provide support in document and records retention management.
- Performs other clerical and administrative functions and related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Basic math and its applications.

Office writing style for preparation of correspondence.

Office procedures, methods, filing, and record keeping and usage of office related equipment.

Computers, printers, faxes, scanners and copiers.

### Ability to:

Perform office duties and tasks related to clerical work in a governmental environment.

Understand and interpret policies, procedures, and regulations.

Maintain confidentiality of work performed and information received.

Perform assigned duties and tasks under direct supervision.

Follow oral and written instructions thoroughly and accurately.

Communicate clearly, concisely and effectively, both orally and in writing.

Maintain cooperative working relationships and public relations with the general public and employees with an emphasis on customer service.

Operate computer system using Microsoft office suite of products.

Recognize, prioritize, and accomplish required tasks.

### Experience and Training:

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:

Required Education:

High School graduate or equivalent and completion of some public administration, business, human resources (or a related field) coursework in an accredited collegiate program.

Experience:

One year of experience working in an office setting, preferably with a focus in human resources.

Licenses:

A valid State of California Class C Driver's License is required.

Must pass appropriate background checks.

**LANGUAGE SKILLS**

Ability to read, write, and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, and dividing.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to collect data, establish facts, and articulate valid conclusions; and interpret a limited amount of regulatory or technical instructions.

**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.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds alone. The employee may occasionally be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

### **WORK ENVIRONMENT**

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Limited field work may be required to collect data.

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.

### **GENERAL**

The Town reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.