



OFFICES OF
FRESNO
IRRIGATION DISTRICT

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2907 SOUTH MAPLE AVENUE
FRESNO, CALIFORNIA 93725-2218

Human Resources Assistant

Location: Fresno, CA
Pay Scale: \$13.82 - \$18.50 DOE
FLSA STATUS: Nonexempt
Benefits: Medical, Dental, Vision, Life
Employment Type: Full Time
Department: Human Resources

Under direction of the Human Resources Director, performs clerical and technical functions related to the District's human resources activities. In addition, this position manages and maintains several HRIS databases, PDF conversions of District internal and external forms and uploading to the intranet, electronic retention of HR, Safety and Risk Management files utilizing Laserfiche, and performs human resources record-keeping and related functions. Incumbents normally function within a defined set of procedures/guidelines and are expected to handle day-to-day work with unusual problems being referred to a supervisor. Performs related duties as assigned including assisting with HRIS administration.

EXAMPLE OF DUTIES:

- Responsible for maintaining confidential employee information.
- Administers and monitors employee health insurance plan, vision plan, dental plan and 125 Flex Account plan.
- Assists HR Director in facilitating good, clear communication to employees regarding benefits, District policies and procedures.
- Communicates employee status changes to payroll via appropriate documentation.
- Assists with recruiting for vacant positions.
- Receives, and reviews for completeness, employment applications and other human resources forms.
- Arranges applicant interviews.
- Facilitates legally sound new hire investigations with third party vendors.
- Coordinates physicals and drug screening for new hires.

- Conducts benefits review during new-hire orientation.
- Prepares termination paperwork for exiting employees.
- Works with Safety Manager to ensure proper processing and recordkeeping for workers' compensation paperwork.
- Responsible for reconciling monthly invoices for benefits.
- Prepares annual census information for payroll and financial audit.
- Sets-up and coordinates employee meetings.
- Researches and prepares written and statistical reports.
- Processes employment requests.
- Keeps calendar of required annual events, e.g. training day, year-end event, required government notices, open enrollment period.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the necessary knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be: any combination of years of office clerical/HR experience (including public contact) and related education from an accredited college or university to total of two (2) years with course work in human resources. Relevant vocational training may be substituted for college level courses. BA/BS in Human Resources, Business Management or a related field not required but preferred.

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

To apply for this position, please send an email to info@fresnoirrigation.com and specifically request an application for the HR Assistant position.