



# COUNTY OF MONO

## JOB ANNOUNCEMENT

<b>FIRST REVIEW DEADLINE:</b> <b>09/30/20</b> <b>Open until filled</b>	<b>HUMAN RESOURCES SPECIALIST</b> <b>Mono County Human Resources Department</b> <b>Bridgeport, CA</b>	<b>SALARY</b> Range: 63 <b>\$25.13 - \$30.55/Hour</b>
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The County of Mono is accepting applications for a Human Resources Specialist in the Bridgeport administration offices.

**Examples of Duties:** Under general supervision, performs a variety of professional, technical, and office administrative tasks in the support of human resources, including a lead role in the recruitment, applicant communications and testing and onboarding of staff. Assists with salary and benefit analysis and administration. Understand and be able to answer general questions related to insurance and benefit programs. Schedules and conducts new hire orientations and supports employee training. Proficient in reviewing and reporting human resources information systems data. Serves the reception function for visitors to the office and performs related duties as assigned.

**Examples of Essential and Important Duties:**

- Prepares, coordinates, and administers selection procedures, including, but not limited to job announcement and advertisement preparation, applicant screening, written and oral performance testing, background checks, and the establishment of eligibility lists.
- Reviews, verifies, enters, and corrects entries in the payroll/human resources system.
- Oversees the maintenance of position control, including working with departments and budget staff to ensure data is correct.
- Performs difficult, complex, technical, and/or specialized office support work, which may require the use of independent judgment, the application of technical skills, and knowledge of detailed or specialized activities related to the human resource function.
- Confers with Human Resources Director and members of various county departments regarding job content, desired selection processes, and recruitment strategy.
- Prepares all written material associated with the selection processes, including informational brochures, interview questions and rating sheets, and notification letters.
- Confers and corresponds with written test source agencies; reviews and orders written tests for administration.
- Assists in scoring various examination segments; may determine appropriate passing points.
- Assists in obtaining oral rating panel members; may instruct the panel and monitor oral board proceedings.
- Provides for the notification of candidates at all steps of the process.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Provides information and general assistance to County staff and the public regarding personnel rules, policies, and procedures.
- Prepares and maintains a variety of files, logs, spreadsheets, and records.
- Performs related duties as assigned.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

**Application Process:** For a complete job description and application visit the Mono County Website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov).

**Completed applications:** To be considered in the first round of review, applications must be received by September 30, 2020 at 5:00 pm.