HUMAN RESOURCES ASSISTANT
Application Deadline: Thursday, August 2, 2018

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<td>$23.98</td>
<td>$25.32</td>
<td>$26.72</td>
<td>$28.22</td>
<td>$29.79</td>
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*Per hour

ABOUT THE DISTRICT
The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY
This position reports directly to the Director of Human Resources and is designated as confidential/at-will. Under direct supervision of the Director of Human Resources, the Human Resources Assistant (HRA) performs a variety of administrative duties supporting the District’s human resources programs and activities including recruitment/selection, employment, human resources information systems (HRIS), maintaining confidential files, tracking employee training, event planning and daily front office support. This position is considered a confidential assignment and handles sensitive issues on a regular basis. In the absence of the Human Resources Director, the HRA will report to the General Manager.

THE IDEAL CANDIDATE
The District is seeking an experienced Human Resources Assistant with a commitment to providing excellent customer service, motivated and maintains a high degree of discretion. This individual will exercise independence and is expected to be proactive and take initiative while maintaining a degree of confidentiality and a strong ethical foundation. The ideal candidate for this position will possess a strong background in public sector employee relations, basic human resources principles and practices of public personnel administration in areas of recruitment, selection, employment, leaves, training records and document management. Knowledge of federal, state, and local employment laws and regulations applicable to personnel actions and records, including FMLA/CFRA, PDL, OSHA, ADA, HIPPA regulations...

DISTRICT BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRA (2% @ 62).

Medical Plan: The District pays 100% of the premium towards CalPERS insurance plans offered.

Dental Insurance: Covered through Lincoln Dental at the employee’s cost.

Vision Insurance: Covered through Eye Med at the employee’s cost.

Deferred Compensation: Two optional plans available at employee’s cost.
and equal employment opportunity. Possess strong organizational, communication techniques, problem-solving skills and front office experience.

EDUCATION and EXPERIENCE:
High school diploma or G.E.D. AND five (5) years of progressively responsible clerical, administrative or paraprofessional experience in Human Resources, employment, or a closely related field; or any combination of education and experience that provides the required level of knowledge, skills and abilities required. Experience in a public agency Human Resources Office is highly desirable. A PHR Certification or Bachelor’s degree in a related field of study is preferred.

SELECTION PROCESS
Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled/examination/interview date. District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT
Possession of a current valid driver’s license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District’s insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver’s license and reflects driving records during the course of employment with GLACVCD.

APPLICATION PROCESS:
This recruitment has a deadline date of Thursday, August 2, 2018 by midnight. An initial screening of applications for further consideration will be conducted, any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. To be considered, applicants must submit an online application at www.glacvcd.org. Please include a cover letter which reflects the scope and level of your current/most recent positions and responsibilities. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination process may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.