

A POSITION IS OPEN FOR  
**PERSONNEL ADMINISTRATOR**

Full-Time Job#081617

**SALARY RANGE: \$5,916 - \$7,402 Per Month**

**FINAL FILING DATE: Open Until Filled**

**THE POSITION:** Under general direction, performs professional analytical support work in areas including recruitment and selection, labor relations, classification, compensation, staff development, general liability and risk management, payroll, benefit administration, and workers' compensation program administration. Performs related work as requested.

Job Characteristic: May work a varying schedule of hours which may include early mornings, nights, weekends and holidays.

**ESSENTIAL DUTIES:**

- Ensure compliance with Federal, State, and local labor and employment regulations and laws.
- Advise departments on employee relations practices and disciplinary matters.
- Direct, evaluate and mentor subordinate staff and develop work standards.
- Participate as a member of the management negotiating team.
- Supervise the processing and maintenance of personnel and benefit records.
- Perform recruiting functions and assist in the administration of the Affirmative Action program.
- Conduct research and analysis in areas of personnel management; prepare memoranda and/or reports on personnel matters.
- Conduct job analysis; participate in classification and compensation studies and in the writing of personnel-related City policies and procedures.
- Monitor employee benefit programs, including workers' compensation, health insurance, retirement and deferred compensation.
- Assist in the administration of the City's Risk Management Program and in the monitoring of employee training and safety education and development.
- Assist in the preparation of personnel's operating budget; may research and administer government-funded employment programs.
- Answer inquiries from employees and other organizations concerning personnel policies, programs, procedures and the Memoranda of Understanding.
- Provide payroll support.

**EMPLOYMENT STANDARDS:**

Knowledge of:

- Principles of risk management.
- Business mathematics and statistical techniques.
- Workers' compensation reporting and administration requirements.
- Leave administration programs.
- Supervision and employee development techniques.
- Federal, State and local laws, codes and regulations governing employment & labor relations.
- Employee recruitment, selection and affirmative action.
- Methods and techniques of job analysis.
- Principles of salary and benefit administration.
- Research methods.

Ability to:

- Gather and analyze data.
- Prepare complete and accurate reports.
- Establish and maintain effective relationships with City officials, employees and the public.
- Analyze statistical data.
- Communicate clearly and concisely, both orally and in writing.
- Make sound, independent decisions within established policies and procedures.
- Apply a variety of policies, rules, procedures, and regulations.
- Work independently and follow instructions.
- Maintain confidential information.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed primarily in an office environment and occasionally on-site performing inspections. Office work requires sitting for periods of time and the use of a computer keyboard and screen. When performing inspections the incumbent may stand and walk on slippery/uneven surfaces or slopes. The incumbent drives a vehicle on City business, and may sit, stand, walk, reach, bend, crouch, twist, grasp, lift, push, pull and drag boxes of files and records weighing up to 30 pounds. The Personnel Administrator must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**TRAINING AND EXPERIENCE:** Any combination of education and experience which would provide the required knowledge and abilities. A typical way to obtain these would be: A Bachelor's degree in Business Administration, Public Administration or a related field and four years of responsible personnel experience. A valid California driver's license is required.

**APPLICATION PROCEDURE:** Applications are available through the Human Resources Division, City Hall, Bloomfield Avenue at 183rd Street, Cerritos, CA 90703. You may also download an application from the City's web site at [www.cerritos.us](http://www.cerritos.us). Completed applications must be returned by 5 p.m. on the final filing date. Postmarks are not accepted. All applications will be reviewed in detail. Those applicants possessing the most desired qualifications will be invited to participate in an oral exam. City appointments are contingent upon successful completion of a records check, physical examination and verification of United States citizenship or legal authorization to be employed. Employment with the City may be discontinued at any time without cause, notice, or right of appeal or hearing. (Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.)