



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126th Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## **PART-TIME HUMAN RESOURCES TECHNICIAN** OPEN - COMPETITIVE RECRUITMENT (PART-TIME/NON-CLASSIFIED)

**SALARY RATE: \$26.97 - \$30.23 PER HOUR**

**OPEN DATE: August 18, 2020**

**CLOSING DATE: Open Until Filled.**  
**First Review of Applications: Thursday, September 3, 2020**  
**This recruitment may close at any time without advanced notice.**

The City seeks experienced candidates to fill temporary vacancies in the Human Resources Department. The incumbent performs a variety of technical and complex clerical duties to support the Human Resources Department in the areas to support day-to-day job duties, benefit administration, recruitment/selection processes and other duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following examples are intended to describe the general nature and level of work performed by persons assigned to this position and are not intended to be all-inclusive or restrictive.*

- Supports recruiting, applicant tracking and employment recordkeeping activities for full-time and part-time positions; reviews vacancies with hiring department representatives to determine methods for sourcing and selecting applicants and advertising these positions.
- Creates job announcements, conducts advertising, screens applications, proctors exams, coordinates oral boards, and advises hiring department of status of processes; assists with interviewing and selection; advises candidates and departments regarding recruitment process; and coordinates pre-employment process with new hires.
- Assists with collecting, researching and providing salary, benefit and other related information as part of surveys, staff reports, human resources software/databases and special projects.
- Prepares and conducts new employee orientation, explains benefits and City policies; enters, collects and verifies enrollment form data; assists employees with health insurance enrollment and reporting; and schedules and coordinates benefit meetings and other benefit related functions.
- Coordinates and supports COBRA notifications and enrollment changes for former employees and dependents; tracks changes in employee participation rates and insurance premium payments.
- Coordinates and monitors employee leave status programs, including Family Medical Leave (FMLA), California Family Rights Act (CFRA) and other leaves of absence; ensures that proper medical clearances are received for employees returning to work as well as benefits administration.

- Assists eligible employees with short-term and long-term disability insurance and life insurance claims; provides support for claims from employees and insurance carrier.
- Responds to questions and provides information related to various personnel policies and procedures.
- Performs other related work as requested and assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Experience and/or Training:**

Graduation from high school or G.E.D. and 30 college level units in human resources, business, public administration or a related field

Two (2) years of full-time work experience performing human resources functions, including experience with an HRIS database or similar software. Experience working in a human resources department and/or a human resources municipal department is highly desired.

### **License, Certificates and/or Special Requirements:**

Must possess a valid California Class C driver's license.

## **RECRUITMENT PROCESS**

The required application materials may be obtained at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). You can call the Human Resources Department at 310-349-2950 with any questions during the hours of Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m. Applications can be submitted by mail, email and/or fax. You can email application materials and/or recruitment questions to [hr@cityofhawthorne.org](mailto:hr@cityofhawthorne.org).

**Note:** *A resume will not be accepted in lieu of the completed required City application form.*

All applications will be reviewed and evaluated based on the information submitted at the time of filing to determine the level and scope of the candidate's qualifications for the position. All information supplied by an applicant is subject to verification. Incomplete applications may be rejected from consideration.

Those applicants who most closely meet the minimum qualifications and/or desirable qualifications will be invited to participate in the examination process, which may consist of an oral interview. The oral interview will assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

If selected a conditional employment offer will be made and the candidate will participate in a pre-employment process, which may include a comprehensive background check (employment reference checks and fingerprinting through the California Department of Justice) and a pre-placement medical examination.

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