



A Tradition of Stewardship  
A Commitment to Service

**COUNTY OF NAPA**  
Human Resources  
1195 Third Street, Suite 110  
Napa, CA 94559  
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

## **Human Resources Assistant - Extra Help**

*An Equal Opportunity Employer*

### **SALARY**

\$34.79 - \$41.75 Hourly

**OPENING DATE:** 02/17/21

**CLOSING DATE:** 03/03/21

**JOB TYPE:** Extra Help

**Job Category:** Personnel and Human Resources

**DEPARTMENT:** Human Resources

**LOCATION:** County Administration - 1195 Third Street, Napa

### **THE NAPA VALLEY**

#### **PLEASE READ THIS BULLETIN IN ITS ENTIRETY**

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

### **COUNTY OF NAPA AS AN EMPLOYER**

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

### **THE POSITION**

**This is a non-benefited, Extra Help position and is expected to work at least 28 hours per week.**

The Human Resources Assistant plays an integral role specifically within the Employment and Compensation Team and performs a variety of responsible administrative and technical support to professional level staff in the Human Resources Office, to include Leave Management.

Top candidates will possess the following competencies:

- Organizational skills and attention to detail.
- Flexibility, adaptability, reliability and independence in carrying out work assignments in a fast-paced, quickly changing work environment.
- Focused ability to meet pre-established deadlines.
- Ability to learn and use various Human Resources-specific software.
- Capable of using good judgment when establishing task priority and level of attention to various issues.
- Proven ability to take direction from multiple individuals.
- Ability to create and maintain structure in assigned duties.
- Team oriented, with focus on maintaining a positive team atmosphere.

### **The Recruitment Process:**

1. Applications are due by 5:00 P.M., Wednesday, March 3, 2021.
2. Applications will be reviewed for minimum qualifications and applicants who meet the minimum qualifications will have their supplemental responses scored by subject matter experts tentatively the week of March 8, 2021.
3. Only the most qualified from the review of supplemental questions will participate in an Oral Panel Interview. Oral Panel Interviews are tentatively scheduled for the week of March 22, 2021.
4. Only the most qualified candidates from the Oral Panel Interviews will be placed on the eligibility list and referred to the hiring manager for further consideration.

*Human Resources reserves the right to add, change or delete steps during the recruitment process.*

### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Perform a variety of responsible administrative and technical support functions in the Human Resources Office; produce a variety of personnel related reports utilizing an automated system; collect and summarize a variety of data; under direction, respond to requests from other agencies regarding County salaries and personnel policies; under close supervision, meet with representatives from County departments regarding vacant or new positions and determine position requirements and qualification needs; assist Human Resources Analysts in developing recruitment processes and timelines; place job advertisements for job openings in appropriate publications; collect data and information for classification studies; assist in coordinating and preparing for subject matter expert review and oral panel interviews; administer written examinations for County employment; administer bilingual testing and corresponding duties; prepare and maintain a variety of records, reports and correspondence; perform special surveys and projects, as assigned.

### **TYPICAL QUALIFICATIONS**

#### KNOWLEDGE OF:

Principles, practices, methods and techniques used in personnel administration.

Employment recruiting and examination techniques and procedures.

Fair employment practices and their application to work assigned.

Statistical data collection, methods and survey techniques.

Methods and techniques used in conduction research and writing reports.

Problem solving methods and techniques.

Computer software, including word processing, spreadsheet and database programs.

#### SKILL TO:

Evaluate employment applications.

Conduct research for projects, compile data and prepare reports.

Prepare clear and grammatically correct job announcements, advertisements and correspondence.

Utilize an automated system to establish, maintain and produce a variety of tables and reports.

Establish and maintain cooperative working relationships with staff, other departments, outside agencies and the general public.

#### ABILITY TO:

Work in a standard office setting.

Use repetitive hand movement and fine coordination including using a computer keyboard.

Communicate verbally and in writing, in English, to exchange information.

### **EXPERIENCE AND EDUCATION**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years directly-related experience in a professional administrative office.

**Education:**

Equivalent to two years of college with major course work in public or business administration, or a closely related field (additional qualifying experience may be substituted for college education on a year-to-year basis).

**License or Certificate\*:**

Possession of a valid driver's license.

\*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,  
Napa, CA 94559

EXAM #00102

HUMAN RESOURCES ASSISTANT - EXTRA HELP

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**Human Resources Assistant - Extra Help Supplemental Questionnaire**

- \* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. **Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.
- Yes    No
- \* 2. Do you have at least two years directly-related experience in a professional administrative/HR office setting?
- Yes    No
- \* 3. Describe a routine duty which you perform that contains a great deal of detailed work and must be completed within a specific time frame. What specific tools do you use to ensure timeliness and accuracy?
- \* 4. Describe an example of a project that you supported in a professional office. Be sure to include your role in the project and specifically how you collected, summarized and reported on data or information that you were assigned to gather.

\* 5. Describe your experience receiving direction and assignments from multiple team members.  
How do you ensure that you are helping the team maintain a positive work environment?

\* Required Question