

**Final Filing Date:**

**Wednesday, May 1, 2019  
at 5:30 p.m.**

**\$4663-\$5683  
per month**

# City of Hesperia

Invites your interest to the position of  
**PERSONNEL TECHNICIAN**



Recruitment is open/competitive and will establish an eligibility list to fill current and future Personnel Technician vacancies.



## **SELECTION PROCESS**

All interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date. Notifications are sent to applicants via email.

**Please be sure to add the following email to your contacts list:**  
**hr@cityofhesperia.us.**

## **APPLICATIONS AVAILABLE:**

On the City's website at [www.cityofhesperia.us](http://www.cityofhesperia.us), City of Hesperia, 9700 Seventh Avenue, Hesperia, CA 92345, or call the City of Hesperia Job Line at (760) 947-1100.

POSTMARKED APPLICATIONS WILL  
NOT BE ACCEPTED

## **THE POSITION**

The **Personnel Technician** is a non-represented general position responsible for providing a full array of human resources duties and responsibilities in support of the city's human resources and risk management functions. Excellent communication and public relation skills are required.



**\*\*Please visit the Employment page at [www.cityofhesperia.us](http://www.cityofhesperia.us) to view full job description and expanded list of qualifications required for this position\*\***

## **City of Hesperia**

9700 Seventh Avenue  
Hesperia, CA 92345

Phone: 760.947.1100  
Fax: 760.947.2978  
Email: [hr@cityofhesperia.us](mailto:hr@cityofhesperia.us)

## FRINGE BENEFITS

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to \$1,013 per month toward medical, dental and vision insurance
- City paid
  - Employee Only Premium for Dental Insurance
  - Employee Only Premium for Vision Insurance
  - Life Insurance (One times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 12 paid holidays
- Sick leave (96 hours per year)
- 401(a) Deferred Compensation Plan (1% of salary—City paid)
- IRS 125 Plan Flexible Spending Accounts
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 per fiscal year available for eligible employees)
- 457(b) Deferred Compensation Program available
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution



## QUALIFICATIONS

### Education and/or Experience:

- Requires three (3) years of experience providing support to human resources, risk management, or benefit administration activities and ; or any combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

### License/Certificate:

- Possession of, or ability to obtain, a valid class “C” California driver’s license.

## KNOWLEDGE/SKILLS/ABILITIES

*(The following are a representative sample of the KSA’s necessary to perform essential duties of the position.)*

### Knowledge of:

- Basic principles and practices of human resources administration including recruitment and selection, benefit administration; methods and techniques of statistics; applicable Federal, State, and local laws, codes and regulations; methods and techniques for basic report preparation and writing; methods and techniques for record keeping.

### Skill to:

- Operate an office computer and a variety of word processing and software applications.

### Ability to:

- Interact with a variety of diverse personalities; effectively and simultaneously handle multiple assignments; compile and evaluate data, prepare detailed records; operate modern office equipment; proficient with latest word processing and spreadsheet software applications; communicate clearly and concisely; establish effective working relationships with those encountered during the course of work; courteously respond to organization and applicant issues, concerns and needs; understand and follow instructions; maintain confidentiality.

### **ADA COMPLIANCE REASONABLE ACCOMMODATION FOR THE DISABLED**

The City of Hesperia makes reasonable accommodation for the disabled, including an obligation to ensure that only the essential duties of the position are required to be performed. Individuals with disabilities requiring any accommodation, in order to participate in the testing process, must inform the Human Resources Division of the City of Hesperia in writing no later than the final filing date as stated on the job flyer. Also, those applicants needing such accommodations should document this request, including an explanation as to the type and extent of accommodations as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

### **IMMIGRATION LAW**

All new employees hired by the City must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986.

### **BACKGROUND CHECK**

Prior to appointment, all candidates must successfully pass a confidential background investigation, which includes fingerprinting, drug and alcohol testing and medical examination.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

There is a no smoking policy in effect within City offices and vehicles.