



CITY OF CULVER CITY
invites applications for the position of:
HUMAN RESOURCES ASSOCIATE

An Equal Opportunity Employer

SALARY: \$6,010.98 - \$7,337.27 Monthly
\$72,131.80 - \$88,047.18 Annually

OPENING DATE: January 10, 2022

CLOSING DATE: January 31, 2022 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

Under general direction, this position performs complex and specialized paraprofessional duties in human resources including benefits administration, leave management, payroll support and for risk management coordinating loss control, health and safety programs, claims administration and environmental compliance. Duties and responsibilities are of a highly confidential nature. Incumbents in these positions are considered Confidential employees as it related to labor relations.

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Under minimal supervision, administers and coordinates a variety of benefits programs offered by the City, including medical, dental, vision, life insurance, workers compensation and other programs. Verifies and inputs data directly into various benefit carrier systems; processes enrollments for all insurance programs; monitors and verifies dependent eligibility for benefits; processes COBRA enrollments; monitors retirees' activity and benefits enrollments coordinating with CalPERS, Social Security, Medicare and COBRA. Coordinates annual city-wide employee health benefits fair.
2. Responds to questions and provides information to employees regarding workers compensation benefits or to claimants regarding status of their claims and proper procedures for filing claims.
3. Coordinates, and implements safety and health, and environmental compliance policies and procedures and safety program activities of City departments, including accident prevention and loss reduction programs.
4. Develops and coordinates new employee orientations; prepares informational material; explains and interprets health benefits, personnel policies, procedures and programs to new hires. Inputs new hire data into City database and enterprise resource program.
5. Processes Personnel Actions and maintains recordkeeping systems for workers compensation claims, leave management cases and safety and loss data. Prepares associated statistical reports.
6. Tracks, researches, and reports on various types of Federal and State protected leaves, leaves of absence, pay decreases and disciplinary measures, maternity leave and others. Responds to inquiries regarding vacation, sick leave, holiday leaves and accrual leave banks and policies.
7. Consults with employees and management staff on loss control matters to prevent injuries, occupational diseases, vehicular collisions, and damage to City equipment and material.
8. Works with departments to gain cooperation and support for City-wide risk control objectives.
9. Implements and coordinates safety training for City employees.

10. Prepares and processes various highly confidential reports and/or documents relating to labor negotiations, DMV records, personnel records and files, Council and/or Commission reports. May assist with preparation and coordination of monthly Civil Service Commission agendas.
11. Coordinates city-wide identification badge program, including generating confidential security codes, verifying data entered into database system, maintain the software and hardware components, inventory control of badges, accessories, ink cartridges and other materials.
12. Coordinates leave administration under the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA) with employees for both industrial and non-industrial temporary and permanent disabilities; works closely with employees, department managers/supervisors, other human resources staff, and outside consultants when necessary conduct the interactive process and determine any reasonable accommodation.
13. Provides guidance and information regarding employee benefits plans and resolves a variety of employee questions regarding benefits, coverage and insurance policies.
14. Monitors medical treatment/progress of employees and verifies return to work or modified work status with physician.
15. Coordinates temporary light duty assignments by verifying work restrictions and release dates with physicians, employees and departments.
16. Contacts physicians, medical facilities and pharmacies, as necessary, regarding treatment or billing.
17. Responds to inquiries and complaints regarding benefits programs and applicable payroll concerns. Analyzes and participates in resolving problems and issues; conducts research when necessary.
18. Maintains master City Cal/OSHA log incident reports and updates information for preparation of annual report.
19. Assists with the coordination of ergonomic assessment.
20. May provide support and assistance in classification and compensation, training programs, labor relations, and recruitment and testing as needed.
21. Maintains confidentiality of information.
22. Performs other related duties as assigned.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: an Associate of Arts Degree with major course work in human resources management, risk management, industrial safety, or loss control and two years of related work experience.

Licenses and Certificates:

Possession of a valid California Class C driver license is required, if assigned to drive. Possession of a California Workers Compensation Claims Administration Certificate or Insurance Education Association (IEA) coursework is desirable.

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list. **Please note:** There is a six-month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

EXAMINATION COMPONENT

Appraisal Interview (weighed at 100%): To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for the week of February 21, 2022).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant

subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

Proof of COVID-19 Vaccination (all positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
