



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Administrative Assistant II
\$3,966 - \$4,820 monthly
Open - Competitive Recruitment

APPLICANT NOTICE: Please read the job bulletin thoroughly and follow all application instructions and procedures herein. Applications failing to fully comply with the instructions and procedures outlined in this bulletin may be rejected.

THE OPPORTUNITY:

The City of San Gabriel is recruiting for Administrative Assistant II. With this recruitment, the City aims to fill one current vacancy in the City Clerk's Department and one anticipated vacancy in the Human Resources Department. The City may also use this recruitment to establish an eligibility list for future vacancies in this classification throughout the City, if suited. This position provides an exceptional opportunity for the ideal candidate to start their career with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

IDEAL CANDIDATE:

The ideal candidate is enthusiastic, detail-oriented, and passionate about providing excellent customer service. The ideal candidate also has a strong work ethic, is able to work in a fast-paced environment, has outstanding judgment and interpersonal tact, is innovative, has a diverse skill set, follows and interprets directions well, is technically astute and proficient in using computer-based work programs, and is able to complete multiple projects under pressure and on time. This position also requires effective communication skills to interact with a diverse community of residents and staff at all levels with great tact and respect. Most importantly, the ideal candidate is a consummate professional who exemplifies outstanding public service and the mission for the City of San Gabriel.

POSITION SUMMARY:

Under direct supervision, the Administrative Assistant II plays a key role in the delivery of customer service in the front office and public counter areas; refers telephone calls to appropriate City staff for further assistance as needed; receives, sorts, and routes mail and official documents; provides general information to the public, employees, and other agencies in support of the assigned department, division, or program area including the interpretation and explanation of applicable codes, regulations and procedures; creates, formats, edits, proofreads, and processes a variety of documents and reports including general correspondence, notices, memos, and other documents; maintains accurate and up-to-date office files and records for assigned areas; organizes payroll records (timesheets, leave request slips); processes invoices and billings for payment; prepares letters in response to public complaints; enters work orders, maintains the department calendar and schedules appointments and meetings; and assists with other department related duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two (2) years of increasingly responsible clerical, administrative, record keeping, and/or customer service experience.
- Valid California Class "C" Driver's License. Must have a valid California Class "C" driver's license at the time of appointment and maintain a satisfactory driving record throughout employment with the City.

Desirable Qualifications

- Experience working in local government is very desirable.
- Completion of college coursework applicable to a BA/BS is desirable.
- Bilingual with ability to speak and interpret Mandarin, Cantonese, Vietnamese or Spanish.

For a more detailed description of job duties and requirements, please see Appendix "A" (Job Class Spec).

SUMMARY OF BENEFITS:

- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City's group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have an associate, bachelor or master degree from a USDE accredited college or university shall be eligible for premium education pay. Premium education pay shall be provided as follows:
 - Associate Degree.....\$100 per month
 - Bachelor Degree.....\$200 per month
 - Master Degree.....\$300 per monthPremium education pay is non-cumulative, meaning an employee can only receive one premium pay option at a time.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Retiree Medical:** Retiree medical insurance (including family) per the City's vesting schedule established contractually with CalPERS and permitted by Government Code 22893.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the City.

- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Paid Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Depending on Department needs, an alternative 9/80 work schedule may be allowed. Optional 9/80 work schedule provides alternating Fridays off.

For more details on the compensation and benefit provisions available to employees in this classification, please reference the City's "Salary, Compensation, and Benefits Policy" located on the City of San Gabriel official website.

APPLICATION INSTRUCTIONS:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following four items: (1) cover letter, (2) professional résumé, (3) list of professional references, and (4) list and/or copies of all certifications required and/or applicable for the position (e.g., college degree/s, relevant training certification/s...etc.). Hard copy versions of items 1-4 will not be accepted. Failure to submit a thoroughly prepared online application along with items 1-4 may be disqualifying. To apply, please visit jobs.sangabrielcity.com

APPLICATION FILING DEADLINE

The application filing deadline for this recruitment is **Thursday, July 7 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first.** As such, please do not hesitate to apply. The most qualified applicants will be invited to an examination at a time deemed most convenient for the City. Faxed, emailed, and/or hard copy applications will not be accepted.

RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed if the City deems it necessary. Please check the posted exam plan regularly for changes.

- Application Filing Period..... June 13 – July 7
- Oral Panel Interview (100%)..... Week of July 18
- Practical Exam..... Week of July 18 (if necessary)
- Selection Interviews..... Week of July 25
- Target Start Date..... August 29, 2022

PRE-EMPLOYMENT REQUIREMENTS:

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education verification, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

GENERAL EXAMINATION, SELECTION & HIRING PROCESS:

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
5. **Practical Exam:** For some positions/recruitments, a practical exam is administered. The practical exam is generally used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications will also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

Appendix "A"
CLASSIFICATION SPECIFICATION
ADMINISTRATIVE ASSISTANT II

JOB SUMMARY:

Under general supervision, the Administrative Assistant II provides primary support to a department, division, or program area; performs a wide variety of simple to moderately complex secretarial and clerical work; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Administrative Assistant II provides simple to moderately complex administrative services to an assigned department, division, or program area. This class differs from an Administrative Assistant I due to the level of experience required, complexity of work performed, and greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plays a key role in the delivery of customer service in the front office and counter areas; receives and directs messages from incoming telephone calls, e-mails, and in person; refers telephone calls to appropriate City staff for further assistance as needed; and receives, sorts, date stamps, and distributes incoming and outgoing mail.
- Responds to complaints, answers questions, and provides general information to the public, employees, and other agencies in support of the department, division, or program area including the interpretation and explanation of applicable laws, codes, and regulations.
- Provides general support to City staff and committees as required, which includes creating, formatting, editing, proofreading, and processing a variety of documents and reports including general correspondence, notices, memos, and other documents; reviewing and verifying records, forms, and other documents for accuracy, completeness, and conformance; entering data into a computer from various resources; posting notices for public hearings or meetings; and maintaining accurate and up-to-date office files and records for assigned areas.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office administration practices and procedures, City department policies and procedures, rules and notices governing the notice and conduct of public meetings, and the City's cultural and political environment.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform a variety of clerical duties of general nature for an assigned department, division, or program area; learn the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities; and correctly interpret and apply general administrative and department policies and procedures.
- Operate a multi-line telephone system and use tact and discretion in dealing with sensitive situations and concerned people and customers.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; work at times with minimum supervision; create and edit a variety of documents; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two years of increasingly responsible clerical, administrative, and/or customer service experience.
- Local government or customer service experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate

but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: March 6, 2019