

Supplemental questionnaire **must** be submitted with application by the final filing date to be considered.

HUMAN RESOURCES CLERK
OPEN



HUMAN RESOURCES | 300 FIRST STREET | WOODLAND, CA 95695 | PH: 530-661-5811 | FAX: 530-661-5813

Posting Date: June 6, 2025

Final Filing Date: June 20, 2025

**THE CITY OF WOODLAND INVITES YOUR APPLICATION FOR
HUMAN RESOURCES CLERK – FULL TIME**

The City of Woodland offers a competitive total compensation package including:

- **Starting income ranging from \$4,245.20 to \$5,418.07 per month** based on skills, training, certifications and years of experience, with regular, incremental pay increases
- **Robust Retirement Program** including CalPERS Retirement Plan, Retirement Health Savings Plan, choice of 457 Deferred Comp plans with a 2% City-Paid contribution
- **Low-Cost & No-Cost Health Benefits**, including choice of CalPERS Medical plans, and City-paid Dental Insurance, Vision insurance and Employee Assistance Program
- **Paid Career Development**, including City-paid Professional Growth Incentive, City-provided training & professional advancement opportunities
- **Home-Life Balance**, inclusive work environment and predictable work schedule, as well as paid holiday, vacation, and sick leaves

THE POSITION

To perform a variety of highly responsible confidential clerical and administrative duties for the Human Resources Department. **The purpose of this recruitment is to fill a current vacancy in the Human Resources Division of the Administrative Services Department, as well as establish an eligibility list for future vacancies.**

IDEAL CANDIDATE

This is a non-exempt, entry-level position in the Human Resources Department. The **Ideal Candidate** will be a team player who can manage a high volume of work and changing priorities with frequent interruptions. The **Ideal Candidate** must be able to multi-task, be flexible, provide a high level of customer service, be able to self-direct and have good time management skills to meet deadlines. The **Ideal Candidate** must have strong general clerical skills, be computer savvy, able to maintain confidentiality, while also having the ability to think creatively to get the job done. Prior experience working in a Human Resources department is *preferred*. Ability to communicate in Spanish is *highly desirable*.

ESSENTIAL JOB FUNCTIONS

The following are typical illustrations of duties encompassed by the job class; this is not an all-inclusive or limiting list:

Perform a variety of highly responsible confidential clerical and administrative duties for the Human Resources Department such as: providing excellent customer services; answering telephone and in-person inquiries from staff and public; responding to inquiries of a complex

and technical nature requiring personal discretion and some familiarity with the subject matter; photocopying; proofreading; and operate a personal computer to perform word processing, data entry, spreadsheet, and specialized applications. Initiate and maintain a variety of confidential personnel files and records. Ensure the timely and accurate billing of various personnel benefits. Process Personnel Action Forms, benefit changes and related payroll information. Assist as information support for employee benefit programs to include gathering data and reviewing benefit policy revisions to resolve eligibility, coverage and pay provisions. Maintain, update and process a wide variety of City and Department forms and reports. Order office supplies as needed. Codes departmental invoices. Researches and collects data from other agencies for salary and benefit comparisons. Responds to requests for information from other agencies, including salary surveys. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist in the preparation and implementation of personnel recruitment and examination material including job announcements, advertisements, skills tests, and other assessment instruments. Evaluate and make recommendations on improving office procedures. Promote and maintain safety in the workplace. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Education:

High School diploma or equivalent.

Experience:

Two (2) years of increasingly responsible clerical experience, preferably including one (1) year experience comparable to that of Administrative Clerk II with the City of Woodland.

APPLICATION

Apply with a City of Woodland application by visiting www.cityofwoodland.gov/employment or the Human Resources Office, City Hall, 300 First Street, 2nd Floor, Woodland, CA 95695 by **5:00PM on Friday, June 20, 2025. Supplemental questionnaire must be submitted with the application by the final filing date to be considered.** Résumés and cover letters are encouraged but will not be accepted in lieu of the application form. Postmarks will not be accepted.

Review Process: Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview or any combination thereof.

If you have a disability that requires accommodation during the selection process, please notify Human Resources at least seven (7) days prior to the event.

Panel interviews are *tentatively* scheduled for the week of July 7, 2025.

CURRENT SALARY

\$4,245.20 - \$5,418.07 /month

\$1,959.32 - \$2,500.65 /bi-weekly

BENEFITS

Future Salary COLAs:	4% increase (eff July 2025) and 1% increase (eff January 2026)
Retirement:	CalPERS Retirement System (2 % @ 60 formula for <i>Classic</i> CalPERS members and 2% @ 62 formula for new CalPERS members). The City does <u>not</u> participate in social security
Deferred Comp:	Choice of deferred compensation plans (Traditional and Roth) with 1% City-match. After successful completion of probation, new hires are also eligible for a 2% City contribution.
Medical:	CalPERS Medical Insurance Plans, including HMOs and PPOs City gives an allowance toward the cost of insurance Maximum Family Medical Allowance (2025): \$2,463.99 per month
Dental/Vision:	City paid Delta Dental and VSP Vision Benefits
LTD/STD:	City paid wage protection for long/short term disabilities
Life Insurance:	City provides \$50,000 life insurance policy
Supplemental Benefits:	Voluntary Supplemental Life, Cancer, Accident Only, STD/LTD and Critical Illness insurance, and Flexible Spending Accounts available
Vacation:	6.7 hours per month during first three years of service
Holidays:	12.5 paid holidays (including two floating holidays)
Sick Leave:	8 hours per month
Bilingual Pay:	\$200 per month upon certification
Prof. Growth Incentive:	\$625 per fiscal year for education or professional activities

The City of Woodland hires only U.S. citizens and individuals lawfully authorized to work in the U.S.
The City of Woodland is an Equal Opportunity Employer



HUMAN RESOURCES CLERK SUPPLEMENTAL QUESTIONNAIRE

The purpose of this supplemental application is to obtain enough job-related information to select the best qualified applicants to continue in the selection process. Completion of this form is a required part of the selection process and must be submitted with your employment application by the final filing date. **Candidates who do not complete this supplemental application will be eliminated from further consideration.** Content, clarity and completeness of answers are factors which will be considered in the evaluation process. Omitted information cannot be considered or assumed. Please limit your responses to no more than one page per question and do not provide any additional information or materials other than the information requested herein. Attach the answers to this supplemental application and number each answer accordingly. Please answer the following questions:

1. Do you possess a High School Diploma or equivalent?
2. Do you possess at least two (2) years of increasingly responsible clerical experience, preferably including one (1) year experience comparable to that of Administrative Clerk II with the City of Woodland.
3. Do you possess any experience working in a Human Resources Department? If yes, please provide name of employer(s) and dates of employment, as well as your role in the department.
4. Please describe your customer service experience, including name of employer(s), dates of employment, and your specific customer service responsibilities.
5. Please describe your experience working with computers, including the software applications you have used (specifically Microsoft Office products), and your level of proficiency.

(CONTINUED ON NEXT PAGE)

6. Are you fluent in any language other than English? If yes, please identify the language(s) you are fluent in?

I certify that the information I have provided is accurate and completed to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment with the City of Woodland.

NAME (Please Print): _____ DATE: _____

SIGNATURE: _____