

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **STUDENT INTERN – HUMAN RESOURCES**

GRADE LEVEL: AA

SUPERVISOR TITLE: Director of Human Resources/Human Resources Analyst

FLSA STATUS: [] Exempt [X] Non-Exempt





DEFINITION



Under immediate supervision, to perform a variety of confidential duties in support to the Human Resources Department. Position may assist on a variety of projects and programs and provide administrative support where needed

CLASS CHARACTERISTICS

This is a temporary entry-level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a 7-day period. Positions assigned to this level perform limited or routine administrative duties under close supervision and assist in a variety of human resources projects. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field







EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Assist department on projects and duties related to recruitment and selection, benefit administration, classification and compensation, training, and workers' compensation
-  Process telephone calls, taking messages when necessary, securing proper names, telephone numbers, and extensions; provides answers to general questions from the public/employees
-  Operate a computer including word processing, spreadsheet, and HRIS database programs; provide clerical support and word processing assistance to District human resources department
-  Perform general records management duties, including creating and maintaining files. Order office supplies











-  Project professional image
-  Perform related duties or special projects as assigned

QUALIFICATIONS

Knowledge of:

-  Basic office procedures
-  General filing techniques
-  Standard telephone techniques
-  Modern office methods and procedures
-  Operational characteristics of word processing/spreadsheet/database program computer applications
-  Proper work safety standards

Ability to:

-  Work in a highly confidential environment, respecting the privacy of employee/District sensitive information
-  Operate standard office equipment
-  Operate personal computer and use programs including word processing, graphics and spreadsheets
-  Type up to 50 WPM
-  Present professional image and communicate effectively with others, including the public; communicate effectively, both orally and in writing
-  Organize and work on simultaneous assignments with attention to schedules and deadlines
-  Prepare clear and concise memoranda and correspondence
-  Establish and maintain effective working relationships with others
-  Offer helpful information in order to create a favorable public image for the District
-  Comply with the District's Safety, Health and Environmental policies

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:








Experience: Six (6) to twelve (12) months of administrative support experience

Education / Training: Full-time or part-time student at an accredited college, studying in the areas of human resources, business, public administration or related field. Must possess the ability to read and write at a level required of assigned duties

License / Certificates: California Class C Driver's License

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicate orally with District management, co-workers and the public in face-to-face, one-on-one and group settings
-  Regularly uses a telephone for communication
-  Uses office equipment such as a PC, copier and FAX machine
-  Hearing and vision within normal ranges
-  Normal standing, walking, sitting, reaching, stooping, climbing and bending
-  Lifting (up to 20 lb.) of materials
-  Regular attendance

_____	_____
Student Intern Signature	Date
_____	_____
Supervisor/Manager Signature	Date