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SOUTH BAY WORKFORCE



INVESTMENT BOARD



## ADMINISTRATION

Job Title: HR Assistant / Salary: \$15.00 - \$20.25 per hour / Reports to: Director of Human Resources / Position Location: 5350 Machado Road, Culver City, CA

Job Responsibilities: Perform a variety of skilled administrative and clerical duties directly related to human resources activities; support the department in fostering positive employee relations. Maintain data bases and files: input data for a variety of reports (EEOC, Affirmative Action, Vets 100 etc.); maintain credential/education database; monitor and maintain excel list of required trainings, certification renewals, evaluations, etc. Monitor and track sign-on incentive bonuses, retention bonuses, and tuition reimbursements. Complete personnel action forms (PAF's) for employee transfers, changes, and terminations. Assist with the on-boarding process: verify past employment; prepare orientation packets; conduct orientation; and create ID badges.

Apply on-line at [hr@ecf.net](mailto:hr@ecf.net) / All persons seeking employment may submit an employment application or resume and cover letter by mail, email, fax or in person (see above). Applications may be obtained during normal business hours (Monday through Friday 8:00 am to 4:30 pm). To be considered, you must indicate the specific position for which you are applying.