

Job Title:

Human Resources Specialist I

Salary:

\$4,212.00 - \$5,919.33 Monthly

Location:

Newport Beach, CA

Close date:

January 15 at 5pm OR when 150 applications have been received

Job Description:

To perform a variety of responsible technical and administrative staff work in support of Human Resources Department functions; provide responsible administrative assistance to professional and management staff.

Minimum Qualifications:

This position requires six months Human Resources experience and training equivalent to completion of an Associate's Degree with major course work in business administration, public administration, psychology or a related field. This position also requires possession of, or ability to obtain, an appropriate, valid California driver's license.

Contact Information

Name: Sarah Rodriguez

Agency: City of Newport Beach

Phone: 949-644-3298

Process for Applying:

www.newportbeachca.gov