



<b>Job:</b>	Human Resources Assistant	<b>FLSA:</b>	Non-Exempt
<b>Dept.:</b>	Human Resources	<b>EEO-4 Code:</b>	PARA
<b>Reports to:</b>	Human Resources Manager	<b>Date:</b>	05/2023
<b>Supervises:</b>	None		
<b>Pay:</b>	<b>\$18.66/hr</b>		

#### **JOB SUMMARY**

This position is responsible for assisting the Human Resources Manager with complex and specialized administrative tasks including reviewing job applications from prospective employees, managing, and overseeing record keeping, file maintenance and HRIS entry.

#### **MAJOR DUTIES**

1. Maintains the integrity and confidentiality of human resources files and records.
2. Maintains accurate records of active job openings and tracks status of candidates; manages internal and external job postings.
3. Assists with the interview process and responds with follow-up letters at the end of the recruiting process.
4. Schedules meetings and interviews as requested by the HR Manager and/or hiring Manager.
5. Submits investigation requests and assists with new-employee background checks.
6. Conducts and/or assists with new hire orientation.
7. Prepares new employee files.
8. Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
9. Assists with the administration of health and welfare plans, including enrollments, changes and terminations. Processes required documents by submitting employee information and notice of change status to insurance providers to ensure accurate record keeping.
10. Assists with planning and execution of special events such as open enrollment, health fairs, employee recognition events, holiday parties and other city functions.
11. Performs customer service functions by answering employee requests and questions.
12. Assists with the preparation of the performance review process.
13. Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
14. Files documents into appropriate employee files.
15. Assists or prepares correspondence as requested.
16. Processes mail.
17. Performs other related duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Excellent verbal and written communications skills.
2. Excellent interpersonal and customer service skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.

3. Excellent organizational skills and attention to detail.
4. Working understanding of human resources principles, practices, and procedures.
5. Excellent time management skills with a proven ability to meet deadlines.
6. Ability to function well in a high-paced and at times stressful environment.
7. Proficient with Microsoft Office Suite or related software.
8. Ability to maintain confidential information.
9. Ability to operate general office equipment.

#### **SUPERVISORY CONTROLS**

The manager assigns work in terms of general instructions. The manager spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

#### **GUIDELINES**

Guidelines include Human Resources Standards of Practice, benefit program agreements, state and federal employment law, and city policies and procedures.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied human resources administrative support and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency of those operations.

#### **CONTACTS**

- Contacts are typically with co-workers, grant recipients, key stakeholders, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required; Associate degree preferred.
- More than two years of related office experience required.
- ADP knowledge preferred but not required