

CLASSIFICATION TITLE: *Human Resources Assistant*

Salary Range: 9

DEFINITION:

Under the direction of the Human Resources Director, plan, organize, coordinate, implement and administer various Human Resources functions; provide complex technical and clerical work in all facets of the Human Resources functions.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Human Resources Director.

SUPERVISION OVER:

None, however, may assign work and provide direction to others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Listed duties are shared between the two Human Resources Assistants. Therefore, some duties will be primary responsibility and others secondary (serve as back-up to each other).

Customer Service

Interviews office visitors and telephone callers, answering inquiries, responding to concerns, and referring them to other staff as appropriate; maintains an effective communication link between departments and those contacted during the normal course of duties; assists and advises customers; researches customer inquiries; interprets and explains department policies and procedures to the public or other staff; serves as a back-up to the receptionist as needed.

Administrative Support

Works as a team member of the Human Resources department and serves as a back-up to other positions within the department during periods of peak workload or times when short staffed; insures that employment laws, regulations, and rules are strictly followed; handles routine requests and matters in the absence of the supervisor and redirects to other staff members as appropriate; transmits directives and decisions on behalf of supervisor to various employees, departments, and the public; acts as information source regarding policies and procedures; responds to employee requests for information, both orally and in writing; monitors and maintains evaluation due dates; submits notices and provides evaluation packets to supervisors; processes Human Resources action forms and requests as necessary; assists with the development and coordination of employment procedures; maintains employee data base system; coordinates, monitors, and expedites the completion of special projects or assignments; composes correspondence independently for supervisor's signature; composes memos, forms, etc.; creates forms, flyers, brochures, and charts; proofreads and edits various documents; assists with data entry of employee information; serves as liaison with the Department of Justice for fingerprinting issues; researches fingerprint delay notices; monitors employee TB expirations; coordinates employee TB and Hep A/B Clinics with school nurse; produces reports and surveys; establishes and maintains a variety of records, logs, and filing systems; may process written employment verification requests; may process unemployment and disability claims; and may assist in conducting surveys for salary and benefit information for employees as well as for bargaining unit negotiations.

Pre-Employment Processing

Receives employment applications and reviews for completeness; provides a variety of information to job applicants, both orally and in writing, including questions regarding employment opportunities; prepares and distributes job announcements and employment advertisements; monitors job announcement timelines; maintains vacancy advertising from a variety of sources including the internet; coordinates and administers all types of examinations including oral, written, and performance tests; corrects written exams and calculates scores; maintains testing files; coordinates interviews; assists manager with preparing interview questions; prepares interview packets; reviews interview results and selection recommendations; conducts background investigations as necessary; notifies unsuccessful applicants; organizes and maintains the data for the new employee orientation binders and conducts new employee orientations.

Absence Tracking

Manages and maintains the automated absence tracking system; posts, audits, and maintains absence records for all employees; calculates pay adjustments and submits to the payroll department; provides various reports for management staff; works together with management staff to ensure proper absence reporting procedures are followed by all employees.

Substitute Data Base Management/Services

Manages and maintains the automated substitute calling system; conducts employee trainings as needed; responds to inquiries from employees and substitutes; researches and troubleshoots problems within the system; maintains various records, files, and rosters; collects, compiles, and maintains substitute applications for clerical and custodial staff, and foreign language and sign-language interpreters for the county operated programs; verifies possession of required certificates, TB, and fingerprint clearances; conducts substitute orientations; maintains accurate and up-to-date substitute data base, as well as the automated substitute calling system (AESOP).

Safety / Workers' Compensation

Serves as co-chairperson of the county safety committee; may conduct safety meetings; distributes safety information and materials to employees; creates safety newsletter; assists in the development of required safety plans to ensure OSHA compliance; assists with the coordination of safety trainings; collects and stores safety records; creates and maintains safety forms; assists injured employees in completing appropriate paperwork in the required time frame and submits claims electronically to the workers' compensation carrier;

Other

Attends conferences/workshops and meetings as required; performs other duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS

Education

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein.

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities.

Knowledge of:

Complex secretarial procedures and office management techniques; effective writing and composition skills; proper English usage, grammar, punctuation, and spelling; record keeping and filing systems; general finance and accounting principles; computer communication systems; applicable Human Resources policies and regulations; standard office equipment and operation.

Skill and Ability to:

Understand and carry out directions with minimal supervision; work with confidential records; learn, understand and communicate statues and regulations pertaining to Human Resources and credentialing; interpret, explain, and apply Human Resources policies, laws, rules, and regulations, and procedures relating to department business; analyze situations and take appropriate action regarding routine procedural matters without immediate supervision; utilize time management techniques to organize and prioritize work; coordinate a variety of projects simultaneously; perform complex clerical tasks and prepare a variety of reports; develop and maintain effective filing systems; communicate effectively, both orally and in writing; operate a computer to perform at a level which allows for the maintenance of a complex database and management information system; learn a variety of hardware/software and adapt to hardware and software changes; type accurately at a rate required for successful job performance; operate modern office machines such as a personal computer, micro fiche, printer, fax, modem, calculator, and copy machine; maintain

confidentiality and security of sensitive information and files; attend conferences and seminars as required; establish and maintain effective work relationships with those contacted in the performance of required duties.