

Job Class Specification

Title:	Human Resources Assistant
Job Code:	416400/716450
Bargaining Unit(s)/Grade:	AFSCME Gr 29/Non Represented Gr 6
FLSA Status:	Non-Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	TBD

Summary

Provides high level administrative and technical program administration to the Human Resources department including: recruitment and selection; compensation and classification; drug/alcohol testing program administration; disability and leave management program administration; fit for life program administration, HRIS administration and maintenance; employee file maintenance and in some positions, receptionist duties; other duties assigned or apparent.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

Program administration (drug/alcohol testing program, disability and leave management program; LOD, Fit for Life and other occupational health related programs)

- Prepares and sends correspondence to managers and employees re: drug/alcohol and FMLA determinations. Ensures all necessary steps are completed (i.e., pertinent information is recorded, contact people are informed of information, necessary disciplinary actions are taken, etc.)
- Maintains electronic records and files in various systems according to applicable federal/state or Council procedures. Ensures accuracy of data. Generates a variety of reports.
- Reconciles and processes monthly occupational health bills (drug/alcohol, pre-employment physicals; fit for duty exams, etc.)
- Maintain and organize forms. Process all drug/alcohol verification requests from other employers on former and current employees.
- Participates in internal and external audits.
- Assist managers and employees by answering questions.
- Develops and distribute LOD program publicity, register employees for internal training, confirm registration, tabulate course evaluations, and assist with room and equipment arrangements.
- Process learning and development request forms. Enter training attendance into HRIS.
- Other duties as assigned or apparent

Recruitment and Selection

- Prepare and electronically distribute job postings; posts position on selected web-sites; researches specialized web-sites if requested including Diversity sources.
- Writes recruiting advertisements for newspapers, Internet and other publications. Places ads or works with advertising agency.
- Maintains applicant-tracking system by entering applicant information.
- Prepares correspondence to applicants notifying them of their status.
- Coordinates the interview process by preparing schedules, contacts candidates to interview, prepares and distributes necessary materials, including interview schedule, questions and rating forms, and copy of application information to the interview panel.

- Coordinates new hire process. Schedules pre-employment testing including background and drug testing for all new hires. Schedules their attendance at New Employee Orientation. Sends confirmation letter. Authorizes ID cards. Meets with all new hires and collects non-benefit related new hire paperwork (I-9, employee data sheet). Reports all new hires to the state.
- Verify and process payment of monthly invoices for recruitment advertising in newspapers or other recruitment sources as needed and all pre-employment screening including drug tests, background checks, etc.
- Responds to internal and external inquiries regarding employment opportunities.
- Records Job Hotline.
- Coordinates requests for temporary staffing service through contracted agencies. Works with temporary agency to fill the position with a qualified individual. Follows up with supervisors and agency on an as-needed basis to ensure issues or concerns are addressed regarding assignments.
- Establishes and maintains department filing system, employee personnel files and recruitment files. Controls access to employment files. Assists with records retention schedule.
- Other duties as assigned or apparent

HRIS administration and maintenance

- Enters personnel/salary actions. Generates and forward ETC form to benefits/payroll as appropriate. Maintains data accuracy by researching and resolving incomplete or inaccurate change requests.
- Processes retirements and terminations working closing with benefits and payroll department on retirements, veterans preference and involuntary terminations.
- Identify and process routine HRIS table changes; i.e., EEO and position control. Under direction of supervisor, process other HRIS table changes; e.g. job evaluation points, position titles, salary grades, salary ranges, EEO/FLSA designations, etc.
- Develop and generates standard reports/queries as requested by HR staff, management requests, HR internal auditing of employee/database information, business needs or legal compliance (e.g. biweekly Local 35 bid process template; quarterly Bureau of Labor Reports, weekly recruitment activity, quarterly and annual training reports).
- Other duties as assigned or apparent

Receptionist responsibilities

- Answers phones, greets visitors, explains the applicant process, responds to both external and internal inquiries, responds to employer verifications, and other related duties.
- Other duties as assigned or apparent

Qualifications

Education	Two years (60 semester/90 quarter credits) of post secondary education in a related field.
Experience	Two years related work experience. Public sector experience preferred.
License Requirements	None.

Knowledge, Skills and Abilities Required:

Technical	Demonstrated knowledge of secretarial and administrative procedures. Knowledge of employment law and legislative requirements specific to functional program area (e.g., drug/alcohol, leave administration, etc). Knowledge of Council policies and procedures and labor agreements.
Computer	Intermediate proficiency with Microsoft Word, Excel and HRIS.
Language	Level 3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or clients
Math	Level 3. Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry

Human Relations

Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees.

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: 4-06