

**City of
EDMONDS
Washington**

HUMAN RESOURCES ASSISTANT

Department:	Human Resources	NR	NR-3
Bargaining Unit:	Non-Represented	FLSA Status:	Non Exempt
Revised Date:	April 2019	Reports To:	Human Resources Manager

POSITION PURPOSE: Under general supervision, participates in the administration of Human Resources (HR) policies, programs and projects; performs technical assistance duties involving recruitment, selection and testing; provides assistance to the employees with the City’s benefit programs and coordinates special events and Human Resources programs as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in the administration of Human Resources policies, programs and projects including but not limited to: compensation and benefits, safety/risk management, worker’s compensation, labor relations, organizational development, wellness committee support and compliance assurance.
- Supports the Human Resources department in complex clerical and administrative functions related to various HR programs providing assistance in compliance with applicable department procedures and City policies, collective bargaining agreements and/or local, state and federal regulations.
- Assists with enrollments and employee benefits changes and assists in the administration of the City’s benefits programs; responds to requests for information providing program information to employees, management, outside agencies and the public.
- Assists in the processing of personnel status report forms; assists in maintaining the department filing systems, including but not limited to: employee personnel files, human resource program files, reports, etc.
- Assists with the administration of the City’s Worker’s compensation program including: working with any claims consultants, claims managers, supervisors and injured employees. Includes assisting with the coordination of the early return to work program (light or modified work duty) and completing/processing paperwork related to L & I claims. May assist with processing sick leave buy backs (time loss checks) for injured workers.
- Prepares records and documents for archival storage and destruction with department director approval as needed using the WA State Records Management Guidelines.
- Assists with the data entry and processing of accounts payables and processing of LEOFF 1 Disability Board requests for reimbursement.
- Creates, maintains and updates various assigned databases including: assisting with the maintenance of the applicant tracking database, MEBT database and discipline comparables database, etc.; compiles data from a variety of sources and inputs/changes database information.
- Prepares letters, reports and other correspondence as assigned. Transcribes notes and meeting minutes as directed. Retrieves, sorts and distributes mail in a timely fashion.

JOB DESCRIPTION

Human Resources Assistant

- Assists with the City's recruitment process, including preparation and distribution of job postings; assists in the maintenance of the City's HR website.
- Maintains office supply inventory including maintaining, updating and creating departmental forms; assists in data entry of the department procedures manual.
- Assists with preparation of materials (surveys and total cost of compensation) spreadsheets for the City's labor relations process as related to negotiations.
- Assists in the completion of special projects as assigned, including: conducting research and collecting data as assigned, training classes, seminars, and materials (and materials) and employee and public events.
- Assists with department events and Boards and committees as directed.
- Prepares department reports as assigned.
- Performs other related duties as assigned.

Required Knowledge of:

- General Human Resources laws, policies, procedures and practices.
- Microsoft Office Suite programs.
- Accurate, lawful, and efficient record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette and techniques.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- Correct English usage, spelling, grammar, punctuation and vocabulary.
- Basic research methods, data collection and statistical record-keeping.
- Tabulation and statistical calculations.
- Principles of business letter writing.

Required Skill in:

- Maintaining records, files, and information in compliance with laws, policies, and procedures.
- Use of discretion, good judgment and critical thinking skills.
- Interpreting, applying and explaining rules, regulations, policies, procedures and laws.
- Successfully meeting schedules and time lines.
- Ability to work under pressure with frequent interruptions.
- Preparing a variety of reports, logs, records and files related to assigned activities.
- Maintaining confidentiality of sensitive information; working confidentially with discretion.
- Being flexible and able to work with diverse personalities.
- Researching a variety of subjects and presenting information in an efficient, accurate manner.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Communicating effectively verbally and in writing, including public relations and customer service.

MINIMUM QUALIFICATIONS:

JOB DESCRIPTION
Human Resources Assistant

Education and Experience:

High School Diploma/GED Certificate. Proficiency with Microsoft Office Suite programs.

Preferred one year of college-level training in Business, Office Management, or related field and two years of increasingly responsible administrative, technical, or program support experience that includes customer service, records and file maintenance utilizing computerized tracking systems; preferably related to human resources program areas; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operate a computer keyboard and other office equipment.
- Read and understand a variety of materials.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, reaching above shoulder or horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise transporting or moving up to 30 lbs. (occasionally).

Hazards:

- Contact with potentially angry and/or dissatisfied employees and/or members of the public.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____