



### Human Resources Assistant

<b>Department:</b>	Human Resources	<b>Pay Grade:</b>	NR-29
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	February 2023	<b>Reports To:</b>	Human Resources Manager

**POSITION PURPOSE:** Under general supervision, assists in the administration of Human Resources (HR) policies, programs and projects; performs administrative duties related to recruitment, selection and testing; provides assistance to City employees as related to 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.*

- Assists 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.
- Assists with complex clerical and administrative functions related to various HR programs. Provides 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; responds to requests for information; provides information to employees, management, outside agencies and the public.
- Assists with processing of payroll related information; assists with maintaining the department filing systems, including but not limited to: employee personnel files, human resource program files, reports, etc.
- Assist with processing sick leave buy backs (time loss checks) for injured workers.
- Assists with administrative functions related to the City's Worker's Compensation Program through WA Labor and Industries.
- Assists with preparing records and documents for archival storage and destruction with department director approval as needed using the WA State Records Management Guidelines.
- Performs data entry and processing of accounts payables and processing for the Human Resources department including Civil Service and LEOFF 1 Disability Board reimbursements.
- Creates, maintains and updates various assigned databases including assisting with the maintenance of NEOGOV. 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 but not limited to preparation and distribution of job postings and maintenance of the applicant tracking system (ATS)..
- Regularly monitors and updates the City's HR website.
- Regularly monitors and, maintains office supply inventory; places orders as needed.
- Assists in the data entry of the department procedures manual.
- Assists with collection and preparation of materials including surveys and spreadsheets for the City's labor relations process..
- 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.
- Serves on the Wellness Committee as a liaison between city staff and Human Resources.
- Assists HR Analyst with planning and coordinating of annual Health and Wellness Benefits Fair and annual flu shot event.
- Assists with department events and Boards and committees as directed.
- Performs other related duties as assigned that are within the scope of this position classification.

#### **Required Knowledge of:**

- General Human Resources laws, policies, procedures and practices.
- Microsoft Office Suite programs.
- Accurate, lawful, and efficient HR-related record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Principles of customer service and public relations.
- Proper telephone etiquette and techniques.
- Effective communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned work.
- Communicating effectively in English.
- Basic research methods, data collection and statistical record-keeping.
- 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 timelines.
- Ability to work under pressure with frequent interruptions.
- Ability to pivot with shifting priorities.
- 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.

## **JOB DESCRIPTION**

### Human Resources Assistant

- 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:**

#### **Education and Experience:**

##### Required

High School Diploma/GED Certificate.

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.

An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.

Proficient with Microsoft Office 365 including but not limited to Outlook, Excel, MS Word (including templates), and PowerPoint.

Proficiency with Adobe Acrobat including creation of forms and document e-signing

##### Preferred

Experience supporting HR staff is preferred.

Secondary education in HR is preferred.

Prior experience with HRIS is preferred

#### **Required Licenses or Certifications:**

Valid State of Washington Driver's License or a valid form of identification Please note that a five-year driving abstract acceptable to the City's insurance requirements is required for any position that will drive for City business.

A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.

#### **Preferred Licenses or Certifications:**

aPHR or another related entry level HR certification.

### **WORKING CONDITIONS:**

#### **Environment:**

- Office environment.
- Constant interruptions.

**JOB DESCRIPTION**

Human Resources Assistant

**Physical Abilities**

*To be successful in this position incumbent must be able to perform the below physical tasks with or without a reasonable accommodation*

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Interact with office equipment in a way that allows the employee to successfully perform job functions.
- 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 50 lbs. (occasionally).

**Hazards:**

- Paper Cuts / Paper Dust
- Eye Strain from extended computer viewing
- Contact with potentially angry and/or dissatisfied employees and/or members of the public.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_