HUMAN RESOURCES ASSISTANT

POSITION SUMMARY

This position assists with the day-to-day operations of the human resources functions and duties; department development, human resource information system, applicant tracking and onboarding programs, employee relations, training and development, benefits, compensation, and employment.

RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse with some interrelationship across processes.
- Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and or precedents.
- Participates in developing department goals, objective and systems.
- Participates in meetings and seminars as necessary and to represent the department.
- Keeps employee records current by processing employee status changes and new hire paperwork timely.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains the integrity and confidentiality of human resource files and records.
- Maintains accurate and up-to-date human resources files, records and documentation and in compliance with requirements.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with benefit orientation and other benefit training.
- Processes employee benefit changes in benefit plans and programs.
- Responsible for ACA tracking.
- Assists with training and development as needed.
- Processes employee job openings and advertisements through applicant tracking program.
- Schedule interviews, reserve meeting rooms, prepare interview materials.
- Prepares paperwork and manuals for new employee orientation, creates personnel files.
- Assists with applicant testing where applicable.
- Maintains records and reporting for programs such as Drug and Alcohol testing for new hires, works with Risk Management on required DOT random testing and DOT physicals.
- Works with finance/payroll regarding employee deductions and timekeeping .
- Assumes other duties as assigned by supervisor.

Knowledge, Skills and Abilities:

- Excellent computer skills, specifically Microsoft Word, Excel, Outlook, PowerPoint.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Excellent organizational skills and attention to detail.
- Ability to gather and analyze information.

- Ability to identify and resolve problems timely.
- Excellent record keeping and database management skills.
- Ability to adapt and be flexible when faced with frequent change, delays, unexpected events and changing work environment.

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems. Refers unusual problems to supervisor.
- Occasional independent judgment is required to complete work assignments.
- Makes recommendations to procedures, policies, and practices.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- May assist with training of other staff members throughout the City.

Relations to Others:

- Position requires regular contact with employees and the public.
- Requires moderate communication skills to ensure employee or applicant requests are understood, documented, and addressed as necessary.
- Communications are generally one-on-one, but may occasionally involve a small to large groups of people.

SKILLS

Education and Experience:

- High School GED or equivalent required, Associates Degree preferred.
- One to three years of related human resource or administrative experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License

WORKING CONDITIONS

Working Environment:

- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Physical demands are prolonged periods of sitting or standing in one location and working on a computer.
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, stoop, kneel, crouch or crawl, lifting of objects of 15 pounds at times, 50 lbs occasionally may be required. Vision abilities required by this job include close vision.

- Work related travel is minimal.

Classification: Grade 13 (G-13)
FLSA: Non-Exempt

Updated to new format: 12/31/12, Updated 11/8/18 by HR Coordinator Nameniuk
Approved by CSC: 01/04/13
Updated: 08/31/2020 by HR Coordinator Nameniuk, 6/24/22 by HR Torgerson; 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN, 6/16/2025 updated grade to match new pay scale – NT.