



HUMAN RESOURCES ASSISTANT

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Non-Exempt

DEFINITION:

Under close supervision, to perform a wide variety of clerical human resources (HR) functions and services; to serve as primary liaison between departments and the Human Resources Department for the processing of human resources related staff transactions and maintenance of human resources records in relation to recruitment and selection, human resources information systems, classification/compensation, benefits, employee relations, and training and development; and conduct special projects. Perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This classification serves as an entry level position while acquiring the necessary knowledge, skills and abilities to potentially qualify for promotion to the Human Resources Technician classification. Incumbents in this classification are expected to sufficiently perform all essential duties while making independent judgements with consultation from the Senior Human Resources Analyst, Human Resources Technician, Human Resources Analyst and Human Resources Director. Work is subject to detailed review on an as needed basis. This position provides support to the Human Resources Technician, Human Resources Analyst, Senior Human Resources Analyst and the Human Resources Director.

The Human Resources Assistant reports on a regular basis to the Human Resources Director.

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Provide confidential administrative services to the Human Resources Department.
- Participate in clerical functions of the Human Resources Department; prepare personnel transaction forms, conduct new hire orientation and prepare related documents, and enter employee data into various data systems.
- Assist staff in preparing recruitments, including but not limited to, coordinating interviews and interview panels, answering questions from applicants and potential candidates, notifying candidates of selection/non-selection via email, attending job fairs, and representing the Human Resources Department at community events, as needed.
- Provide clerical assistance to Human Resources Department staff with regard to leave administration, benefit administration, classification and compensation, recruitment and selection, and Workers' Compensation.

- Assist in performing background and reference checks on all potential candidates.
- Recommends changes and/or updates to the Personnel Rules and Regulations.
- Assist in developing, interpreting and revising human resources policies and procedures and provide a tracking system to ensure that all new or revised policies relating to personnel issues are provided to all staff, and staff acknowledgement pages are signed and filed in each staff personnel file.
- Gather data for salary surveys from surrounding and like agencies, and prepare spreadsheets and reports of information compiled from surveys.
- Participate in the annual benefit renewal and open enrollment process.
- Assist in the development, scheduling, and coordination of training and educational programs for Tri-City staff on a wide variety of subjects.
- Provide assistance to employees regarding benefit administration for the Agency's health and welfare plan including, health, dental, vision, long term disability, life insurance, retirement, and other benefit questions and/or related issues; coordinate the distribution of aforementioned benefit information to employees.
- Maintain and update legal employment postings at all sites. Maintain OSHA300 Log.
- Maintain and track Driver's Authorization Program, including preparing notifications to employees and supervisors/managers when documentation has expired or requires renewal.
- Prepare and disseminate monthly reports to appropriate parties such as evaluations, new hire, separation, and OIG verification report.
- Prepare and disseminate employment verifications.
- Assist in chairing the Agency Employee Retention Group by collecting suggestions from employees on a quarterly basis and presenting recommendations to the Executive Management.
- Assist in creating and facilitating annual Wellness Program events for all employees.
- Copy, file, fax and email related human resources work on behalf of the Human Resources Department.
- Perform other clerical duties as assigned.

QUALIFICATIONS:

Education, Training and Experience:

One year of clerical or administrative support experience, preferably with some work experience in a human resources, personnel and/or payroll capacity performing recruitment and selection, training, benefits, payroll, leave or Workers' Compensation administration, and/or classification

and compensation.

Licensure/Registration/Certification:

- Possess and maintain a current valid California Driver License, a satisfactory driving record, and a properly registered and insured vehicle.

Knowledge of:

- Basic knowledge of the principles and practices of public human resources administration.
- Principles and practices of Microsoft Office, database management and report writing.
- Basic knowledge of human resources and/or payroll recordkeeping and standard modern operating office standards.

Ability to:

- Input and retrieve data from a computerized recordkeeping system.
- Perform basic technical and analytical human resources work with oversight.
- Apply technical principles and practices to the development and maintenance of administrative systems and records.
- Ability to multitask and prioritize with close attention to detail, schedules, and deadlines under supervision.
- Use tact and diplomacy in discussing sensitive employee matters and preserve confidentiality.
- Understand and apply pertinent policies, procedures, laws and regulations.
- Analyze situations and apply effective courses of action under supervision.
- Communicate effectively, both verbally and in writing.
- Understand and carry out verbal and written instructions.
- Establish and maintain effective working relationships in the course of business.
- Maintain extensive files and records.

PHYSICAL DEMANDS (ADA):

The position requires prolonged sitting, reaching, twisting, turning, bending, stooping, lifting, and carrying paper and documents weighing up to 30 pounds in the performance of daily activities; body mobility to move from one work area to another, and operate a vehicle; grasping, repetitive hand movement and fine coordination in preparing reports, data entry, and using a computer keyboard; vision sufficient for observing work performed, reading correspondence and reports, statistical data, computer screen and other standard text; and communicating with others on the phone, in person, and in meetings.

WORKING CONDITIONS:

Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.

In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.