

Position Description: Human Resource Assistant – General Services

Service Type: Confidential - Administrative – Range M

Definition: Under the general direction and supervision of the Human Resource Specialist and the General Services Director, the Human Resource Assistant performs technical and administrative work managing projects or programs in support of the Office of Human Resources. This position is assigned a broad range of duties in the specialized area of Human Resources. This position has partial responsibility for recruiting and staffing logistics; employee orientation, payroll functions, compensation and benefits administration, maintaining employee files, and recordkeeping.

Minimum Qualifications: High school diploma or GED; two years advanced level clerical experience, preferably with at least six months in human resources or payroll. Must demonstrate strong active listening skills with the ability to determine a customer's needs. Knowledge of accounting practices desired; and proficient with the use of personal computers and supporting software in a Windows base environment, including MS Office products (Word, Excel, Power Point). Experience in Governmental Employee Management System (GEMS) desirable.

Essential Functions:

1. Performs clerical and administrative support to one or more functional areas within the Office of Human Resources.
2. Provides information and assistance to employees and the public regarding employment vacancies, policies, benefits, and labor contract. May interpret personnel rules and regulations.
3. Prepares and processes personnel actions using the GEMS payroll system to include new hires, terminations, transfers and other personnel actions assuring accurate salary placement, retirement placement, benefits, etc. These actions are prepared applying KPB policies and procedures, labor laws, and collective bargaining agreement policies and procedures under inflexible deadlines. This process includes making notification to outside agencies such as PERS, ICMA, APEA, etc.
4. Examines employee personnel files to respond to inquiries and provides information to authorized persons.
5. Performs purchasing duties for the department, processes purchase orders and payment requests and monitors budget status, running monthly reports on an as-needed basis.
6. Involved in recruitment process through development of vacancy notices, placing advertisements, conducting minimum screening procedure, developing interview questions, rating matrix and reference check screenings specific to each positions, and assembles interview packets. Performs background checks on potential candidates,
7. Assists with administering FMLA program to ensure compliance with federal and state requirements. Tracks FMLA employee hours and makes appropriate notifications for adjustment purposes.
8. Compile/maintain data from personnel records and various computer systems, and prepares reports on an as-needed basis. Disseminates information to necessary

personnel. Tracks temporary employee hours and status, generating bi-weekly reports to necessary personnel on an as-needed basis.

9. Assists with updating and maintaining the position description database.
10. Establishes and maintains a variety of personnel spreadsheets including current information regarding position numbers and titles, wages, anniversary dates and classified employees' seniority rankings.
11. Responsible for records management including archiving and retrieval of records.
12. Processes work order requests to maintenance for the borough administration and General Service buildings.
13. Plans for and promotes office of Human Resources programs and initiatives.
14. Reads and routes incoming mail, answers routine correspondence and handles requests when appropriate.

Other Functions:

1. Cross trained to perform numerous functions of the Human Resource Specialist.
2. Other related duties as assigned.

Physical Demands: While performing the duties of this position, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.