



<b>Job Title:</b>	<b>Human Resources Assistant</b>	<b>Job Code/ Req#:</b>	<b>20-65R(5)</b>
<b>Department/Group:</b>	Executive	<b>Hiring Pay Range*:</b>	\$14.62-\$19.16
<b>Reports to:</b>	Chief Operating Officer	<b>Full Pay Range:</b>	\$14.62-\$20.02
<b>Job Category:</b>	Non Exempt - Hourly	<b>Position Type:</b>	Full Time
<b>Opened on:</b>	12/6/2021	<b>Closes on:</b>	

\*Hiring Pay Range is the range between meeting minimum qualifications and the next education level.

### JOB DESCRIPTION

Reporting to the Chief Operating Officer and in alignment with agency adopted mission and core values, this professional is responsible for maintenance of employee records, coordinating hiring, training and orientation events, and ensuring staff are knowledgeable about and connected with benefit resources. This professional also assists in the review of benefit provider billing and may serve as a substitute for the Executive Assistant when needed.

### KEY TASKS

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.
- Facilitates the hiring of qualified job applicants for open positions; understands skills and competencies required for openings.
- Acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Handles routine employment-related inquiries from applicants and employees.
- Serves as agency's safety lead.
- Supports actions taken by the agency with calmness and clarity.
- Reviews federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices and advises of needed changes.
- Obtains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

### GENERAL RESPONSIBILITIES

- Actively listens, giving full attention to what others are saying
- Observes, receives and otherwise obtains information from all relevant sources
- Conveys information effectively
- Uses logic and reason to identify approaches to problems
- Manages own time and time of others
- Actively looks for ways to help others

## EXPECTATIONS

- is willing to lead, take charge and offer opinions and direction
- is honest, ethical and transparent
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- analyzes information and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child

## SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Performs most tasks with limited supervision
- Independence/Expertise- Uses independent thought for deviation from guidelines
- Service/Initiative - Occasional implementation of programs and procedures
- Supervision - Not developed in this set
- Agency Growth - Not developed in this set

## KEY SKILLS

- exhibits excellent Microsoft Office skills
- exhibits superior interpersonal skills
- prioritizes work in a changing environment
- presents information in a clear, concise manner and adapts communication style to meet the needs of varying audiences
- speaks in front of groups

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Associate's Degree in Human Resource Management or equivalent
- Two (2) years experience in administrative role

**OTHER**

- Travel: Local, Out of County, Out of State
- Telecommute Eligible: Yes, Limited to a Maximum of 2 days per month
- Leave Requirement: 5 Day Consecutive
- Safeguards highly confidential/sensitive information
- Obtains SHRM or similar training and HR Certification credentials upon meeting eligibility requirements (paid by agency)

**PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

**WORK ENVIRONMENT**

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel