

HUMAN RESOURCES ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

This is a highly confidential and responsible position, which under the direction of the Administrative Services Director, provides variety of technical and advanced highly confidential administrative duties supporting the City's human resources function; provide information and assistance to the Administrative Services Director and assist in the implementation of the City's human resources programs. Perform duties of Administrative Assistant/Deputy City Clerk in absence of the same and at the direction of the Administrative Services Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Perform a wide variety of responsible, confidential and complex administrative and technical duties for Administrative Services Director and between staff in all departments at all levels

Type, proofread and edit a wide variety of comprehensive, complex and confidential reports, meeting minutes, agendas, letters, memoranda, correspondence and statistical charts; type from rough draft or verbal instruction; review finished materials for completeness, accuracy, format and compliance with applicable policies and procedures; compose routine correspondence related to assigned responsibilities

Assist in the administration of various human resources programs such employee awards, open enrollment, classification and compensation and the City's wellness program

Participate in development and research of department goals, objectives, and systems; assist with implementation efforts.

Researches, participates, and provides input with labor negotiations and labor related issues including financial and operational proposals, participating in management strategy sessions; attend negotiations sessions as scribe; compile draft and final versions of bargaining agreements; maintain confidential bargaining notes and files; assist with mediations and arbitrations as requested

Respond to written and verbal employment verifications

Assist with Civil Service meetings, recruitment, and testing

Maintain employment policy and procedures manual/handbook; assist in development of policies and procedures

Assist in the administration of the employee benefits programs; act as liaison for employees and retirees and insurance carriers/brokers/insurance pools; assist in employee orientations; COBRA education/notification

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Human Resources Assistant (*Continued*)

Process and input employee information into appropriate computer programs

Assist in recruitment and selection process including internal and external postings, ad placement, tracking and screening applications. Assist in hiring process and processing new hire paperwork

Conduct new hire orientation. Conduct benefit orientation for new employees to explain benefit plans, enrollment options, coverage, filing of claims, etc.

Establish, maintain and update spreadsheets and other background materials for personnel records including EEO, OSHA 300A, employee lists, personnel action forms

Assist in annual open enrollment and review enrollment forms and other documents for accuracy and forward to payroll.

Act as designated employer representative for required random drug testing program; maintain appropriate records

Assist and provide information to the public and City employees on human resources issues and programs; liaison with union representation regarding JLMC scheduling, contract interpretation, group specific forms, etc.

Establish and maintain confidential filing systems for the department, including central personnel files with separate storage for medical and L&I documents, bargaining documents, grievances and other legal documents.

Process purchase requisitions; order office supplies, forms, brochures, and books related to employee benefit options and HR department

Assist with records management and provide support by preparing council agendas, packets and minutes; other duties as needed. May be required to attend City Council meetings to record minutes

Perceives when non-routine activities are required and offers to help without needing to be asked. Makes efforts to modify workload to assist with emergency situations, assignments or projects whenever possible

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area

Perform related duties and responsibilities as required

Train less experienced staff in processes and procedures of assigned function

Provide assistance to other departments as needed

QUALIFICATIONS

Knowledge of:

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Human Resources Assistant (*Continued*)

Office management principles, methods and procedures; administrative policies and procedures including records management and retention policies

Office equipment including computers and supporting word processing, database and spreadsheet applications including MS Office, image files, desktop publishing software and database systems

Business correspondence writing; proper spelling, grammar, punctuation and sentence structure that is completed quickly and accurately

Practices used in minute taking and preparation

Principles and practices in order to organize and prioritize time, tasks and projects; at times, during heavy workloads or short timelines

Methods and techniques of public relations, professional communication in person, in writing, or by telephone or e-mail

Operations, services and activities of a municipality

Basic mathematical principles

Using relevant information and exercising sound judgment to analyze facts, arrive at valid conclusions to determine whether events or processes comply with pertinent Federal, State and local laws, codes, regulations, or standards; comprehend, interpret and apply regulations

Pertinent Federal, State and local codes, laws and regulations

Ability to:

Maintain the confidentiality of sensitive and confidential information

Work independently in the absence of supervision in order to adapt to changing priorities, assignments, and assist with emergency situations, manage and prioritize workload and assignments keeping to deadlines, work on several projects at one time

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility

Communicate with strong verbal and written interpersonal skills; understand and carry out oral and written directions

Problem solve by analyzing information and evaluating results to choose the best solution

Encourage and build cooperative working relationships and trust among team members, other staff and outside agencies by communicating respectfully, clearly and concisely, both orally and in writing

Keep up-to-date technically and apply new knowledge to roles

Proofread legal and technical writing with strong attention to detail

Adapt to new procedures, processes, technologies, and interchanging job duties

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Human Resources Assistant *(Continued)*

Perform the essential functions of the job with or without reasonable accommodation

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities

Interpret and apply administrative and departmental policies and procedures

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications

Research, compile and summarize a variety of informational materials

Establish and maintain effective relationships with those contacted in the course of work

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by 2 years specialized training in office procedures, human resources or public administration.

Experience:

Four years of increasingly responsible administrative support experience in municipal government including experience in human resources. Knowledge of employment law, labor relations and union contracts preferred.

Additional Qualifications:

- Possession of a valid driver's license
- Washington State Notary License
- Basic understanding of City Clerk duties is preferred

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to review written materials.

Other Factors: Incumbents will be required to work extended hours including evenings and occasionally weekends. Incumbents may be required to travel outside City boundaries to attend meetings.