Job Description

TITLE: Human Resource Assistant

REPORTS TO: Director of Human Resources

General Statement of Duties: The Human Resource Assistant will perform human resource and payroll functions, including employee attendance plans, employee benefits, leaves of absence, and worker's compensation, and will act as a resource for employees and management.

Working Condition and Physical Requirement:

The majority of duties are performed in the office. The job duties require the ability to sit up to 4 hours at a time, the ability to stand for up to 1 hour at a time, the ability to lift up to 50 pounds, to push/pull up to 25 pounds, the ability to operate office machines requiring manual dexterity and repetitive key entry for up to 4 hours at a time. The ability to type up to 25 words per minute. The ability to read, write and speak English, the ability to comprehend large amounts of written material, use the telephone, and communicate via electronic mail is required on a daily basis. Must have reliable transportation and be able to travel locally and out of town regularly. Excellent oral and written skills are essential.

Key Responsibilities – Essential Functions

1. Process employee leaves of absence in accordance with agency policy and/or collective bargaining agreement. Ensures that all applicable labor laws are being followed.
2. Process, coordinate and follow up on employee worker's compensation claims. Act as liaison with agency worker's compensation carrier, including setting up claims review meetings on a regular schedule.
3. Maintain employment resumes, applications, interview notes, and applicant flow logs in accordance with agency hiring procedure.
4. Performs background checks and/or reference check on all prospective applicants.
5. Develop and maintain applicant flow log and other statistical data related to recruiting.
6. Provide human resource orientation with each new employee, including training and/or presentations in agency staff orientation.
7. Processes paperwork for employee terminations.
8. Verifies unemployment claims and submits them to administrator in a timely manner.
9. Assists Director of Human Resources in the hiring temporary help from outside

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agencies.

10. Counsels employees on benefit plans.
11. Assists in the investigation of employee complaints.
12. Assists with job analysis and revisions to job descriptions.
13. Perform surveys relating to personnel, wages, etc as directed.
14. Maintain current knowledge of agency payroll procedures.
15. Process payroll information and time sheets using ADP Payroll System.
16. Maintain payroll records in accordance with current laws and regulations.
17. Process employee benefits plans and serve as liaison to companies contracted with to provide benefits.
18. Function as primary contact to VMRC staff in regard to employee human resources, payroll, benefits, and attendance plans.
19. Responds to routine inquiries from inside/outside the agency on employee verifications.
20. Maintain personnel records in accordance with current laws and regulations.
21. Maintains employee confidentiality.
22. Maintain updated organizational chart.
23. Ensure compliance with EEO laws and regulations and act as agency representative.
24. Assists Director of Human Resources and other HR staff with projects as assigned.
25. Prepare a variety of complex reports and data for various departments and agencies.
26. Other duties as assigned.

Minimum Position Requirements: BA/BS in Business Administration or a related field and two years experience in a HR position; Knowledge of current human resources laws, ability to organize work to meet deadlines, ability to use PC, Internet, and related software such as Word and Excel. Ability to provide excellent customer service to staff is required. Experience in union environment helpful. Preference given to those with any of the following certification

- Professional in Human Resources PHR
- Senior Professional in Human Resources SPHR
- Professional in Human Resources California PHR-CA
- Senior Professional in Human Resources California SPHR-CA
- Society for Human Resources Certified Professional SHRM-CP
- Society for Human Resources Senior Certified Professional SHRM-SCP

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- American Payroll Association FPC Certification
- American Payroll Association CPP Certification

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