
CATEGORY: Administration

TITLE: Job Description – Human Resources/Office Assistant

POSITION SUMMARY:

The Human Resources/Office Assistant serves as primary assistant to the Executive Director. The Human Resources/Office Assistant is responsible for Human Resource management, planning, and additional clerical responsibilities.

SUPERVISION RECEIVED:

The Human Resources/Office Assistant receives supervision from the Executive Director.

PRIMARY ESSENTIAL DUTIES AND RESPONSIBILITIES:

Human Resources – Performs a variety of tasks in fulfilling the main responsibility, which is leading and maintaining the organization’s HR programs and policies as they apply to employee relations, compensation, benefits, safety, performance and staffing levels. Supports the company’s strategic goals including planning and implementation of programs and policies.

Employee Benefits – Serves as the member benefits coordinator and have a working knowledge of the organizations life, health, and dental insurance, workers compensation, and short and long-term disability programs. When needed investigate problems with the programs and report back to the Executive Director on the issue. Work with the Executive Director on issues relating to member benefits. Prepare annual census reports for various vendors for determination and rating purposes. Discuss rates with vendors, reviewing benefit coverage and claim processing procedures. Review results with the Executive Director and provide recommendations to the Board of Directors. Schedule informational meetings with members as needed and resolve member problems with vendors as needed. Work with applicable vendors as necessary to resolve member issues regarding claims settlements, coverage, and service.

Bi-Weekly Payroll Processing – Assist Administrative Manager with reporting functions for the bi-weekly payroll processing. These functions include the review of the bi-weekly payroll log and a review of payroll data entry worksheets for completeness, accuracy, and exception requirements. Verify working periods, benefit time used, holiday pay and reported overtime. Calculate longevity, sick pay out, vacation, and personal days annually. Update pay rates as applicable. Update sick leave, emergency leave and vacation schedules as applicable and update reports. Review payroll data reports and prepare payroll summary information for monthly accounting.

Annual Payroll Processing – Assist with establishing yearly payroll schedule. Assemble historical data, service length data and wage information and compute based on the

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memorandum of understanding base salary, longevity pay and rate increase data for following year. Calculate annual payroll projection worksheet including base pay, longevity pay, overtime, sick payout, and holiday allowance amounts for annual budget.

ADDITIONAL ESSENTIAL DUTIES AND RESPONSIBILITIES NOT LIMITED TO:

Annual Budget Preparation – On an annual basis, will assist the Executive Director, Administrative Manager, and the budget committee with preparation of the annual budget. Obtain projected annual payroll expense projection report and various employee benefit value for inclusion in budget preparation.

Other Financial – Create/assign purchase orders as needed. Receive and opens incoming mail, including bank statements.

Legal – Shall prepare the agenda and minutes of open meeting minutes and forward to the Administrative Manager and Executive Director for review. Upon approval and return obtain signatures from the Board of Directors and file appropriately.

Miscellaneous Duties – Performs typing/word processing duties as required including but not limited to policies, meeting minutes, and general correspondence. Processes transactions involving multiple steps such as document review, computation or verification of data, fees or payments, completion of forms, documents or records, research to resolve questions and problems encountered within scope of authority. Will perform incidental secretarial tasks such as scheduling appointments; maintaining calendars(s); screening calls/visitors; coordinating arrangements for meetings and conferences; preparing and assembling presentation materials; may attend meetings and take/distribute minutes. May perform a variety of clerical functions as needed to facilitate work routines such as filing, posting, processing mail, ordering supplies, collating and assembling documents, and photocopying/faxing documents. Types, assembles and distributes written materials such as forms, correspondence, invoices, reports and schedules in accordance with established procedures. Answer telephones and route calls to the appropriate destination. Stock in house supplies. Assist with overflow work from Executive Director and the Administrative Manager. Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Associates degree or equivalent in Human Resources and/or two years of progressively responsible related work experience or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. The employee shall also have demonstrated competence of financial matters.

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NECESSARY KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge:

1. General office/business practices
2. Operation of standard office equipment, including PC or computer terminal, and Software applications: Windows, Microsoft Office, Excel, Word, PowerPoint, Outlook, Financial software, Internet Explorer; calculator, photocopier, fax machine
3. Business English and grammar sufficient to write and edit business materials

Skills:

1. Uses judgment and initiative in selecting the most effective work methods/tools.
2. Determine a proper course of action or how best to produce a desired outcome/result. Answers to problems may not always be readily available or apparent, requiring searching out precedent or historical practice.

Ability:

1. Understand and apply oral and written instructions to produce a desired result.
2. Identify and articulate non-compliance with standards and procedures.
3. Communicate effectively (both orally and in writing).
4. Demonstrate keyboarding proficiency as required by specific job duties.
5. Demonstrate acceptable proficiency in the use of specific software applications as required by specific job duties.
6. Keep abreast of changes in policies, programs, procedures, standards and regulations applicable.
7. Establish and maintain effective working relationships as required by specific job duties.

PHYSICAL DEMANDS:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Human Resources/ Office Assistant's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Human Resources/Office Assistant's job.

While performing the responsibilities of the Human Resources/Office Assistant's job, the employee is required to talk and hear. The member is often required to sit and use their

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hands and fingers, to handle, feel or operate objects, tools, or controls. The member is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision and the ability to adjust focus. The member may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.