

POSITION DESCRIPTION

POSITION TITLE: PART TIME HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

REPORTS TO: HUMAN RESOURCE MANAGER

I. POSITION SUMMARY:

Under the supervision of the HR Manager and in full compliance with the employee handbook, performs administrative duties for all aspects of the Human Resources Department. Responsibilities include those related to personnel, orientation, benefits, training documentation, staff recruitment, payroll and maintaining agency personnel files. Must maintain confidentiality per agency policy and law.

II. DUTIES/RESPONSIBILITIES:

1. Helps in the creation, maintenance, and preservation of employee personnel files in compliance with the law and agency policy.
2. * Maintains confidentiality of personnel records and employee information according to HIPAA confidentiality compliance, Bullard Plawecki, and other personnel laws and rules.
3. Under the direction of the HR Manager, performs direct staff recruitment efforts per agency policy including the internal posting of openings and the placement of external employment ads.
4. *Compiles and tracks resumes as received, screens applicants for qualifications as well as composes acceptance and rejection letters as directed.
5. Facilitates scheduling of interviews upon request and as directed.
6. Conducts references checks for all potential new employees as directed by HR Manager.
7. *Processes, verifies, ensures completion and/or maintenance of records for all new staff, interns, and volunteers required documentation for position. This includes all reference checks, driving record, criminal background, drug testing, and other clearances. Findings on any of these clearances must be promptly reported to the Chief Executive Officer.
8. Maintains the Program Specific Checklist spreadsheet and updates when checklists are completed.
9. *Helps maintain a current set of agency job descriptions. Assists in the preparation of new job descriptions and updating of existing job descriptions. Adheres to position description requirements in recruitment efforts.
10. Assists with orientation for new staff, interns, and volunteers.
11. Helps maintain the Human Resource drive with the materials and forms for on hand usage.
12. Assists with the maintenance of data tracking for agency Human Resource functions including, but not limited to, employee evaluation due dates, employee credential updates, active employee length of employment and records of employee training.
13. Conducts monthly/yearly agency Criminal History background checks as required for accreditation.
14. Under the direction of the HR Manager, sends out monthly Personal Time Off (PTO) summaries to Supervisors and Evaluation Due Reports to all Supervisors/Chiefs.
15. Maintain all employee training records. Responsible for input to Training Manager and maintenance of training binder for all annual required trainings. Respond to employees request for copies of training records.

16. Facilitates new employee insurance/benefits enrollment on the first of the month after 60 days of employment. Maintains spreadsheets for annual open enrollment for employee benefit/donations.
17. *Assists in the administration of all benefits including pool time, health, life, LTD, STD, and ensures COBRA, FMLA and Section 125 compliance in accordance with all Federal and State laws and regulations.
18. Monthly maintenance of BCN and Principal spreadsheet for annual ACA and 1095-C compliance.
19. *Maintain and keep abreast of current federal, state and local employment, pay and benefit laws and regulations. Maintain knowledge of areas such as Department of Labor laws, Family and Medical Leave Act, PPACA and other employee relations practices. As directed, provides training and updates to Supervisors and Management of changes in laws, policies and procedures.
20. *Recommends additions and updates to personnel policies as needed.
21. Represents the agency and promotes the agency's presence in the community.
22. *Fulfills the requirements of all agency systems for statistical recordkeeping, reporting, program evaluation, quality assurance, internal control and attendance monitoring as appropriate to the position.
23. *Perform all other related duties as assigned.

III. QUALIFICATIONS:

- Associate's degree plus 2 years or more of Human Resource related experience. Bachelor's degree in Human Resources preferred.
- Professional well developed written and verbal communication skills.
- Ability to project a positive image to internal and external individuals.
- Computer knowledge and abilities including use of e-mail, navigating Internet, use of spreadsheet, PowerPoint, and word-processing programs.
- Cultural sensitivity.
- Proven ability to maintain high levels of confidentiality.
- This position requires considerable tact, diplomacy, and courtesy.
- Must be able to move 10 to 20 pounds occasionally.

*Essential job duties per the Americans with Disabilities Act
01/15, 03/23

Employee Signature

Date