

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: Human Resources Assistant

Department: Human Resources

FLSA: Non – Exempt

Grade:

6

Safety Sensitive Job:

No

Security Sensitive Job:

Yes

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Director, HR

Subordinate Staff: None

Other Internal Contacts: All City Departments; All City Employees

External Contacts: General Public; Accountants; Payroll Companies; Local Governments; Worker's Compensation; Benefit Companies; Retirement Systems of Alabama (RSA); Wellness Programs; Media; Hospitals; Healthcare Organizations; E-Verify; and Attorneys

Job Summary

Under the supervision of the HR Director, the employee is responsible for administrative, clerical, and communication functions of the office. The employee represents the City and the HR office when accepting employment applications, and responding to questions regarding available jobs. Employee serves as the initial reference point for the department and assists employees with hiring processes, benefits, and orientation. Employee provides support in updating employee data and processing payroll. The employee solves conventional problems and refers unusual or

difficult issues to the HR director. This job classification is identified as security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Employee Interactions. Engages with other employees to provide assistance, information and solve problems.

1. Serves as the initial contact for the HR Department.
2. Assists individuals in completing forms and updating information.
3. Assists employees in signing up for benefits.
4. Explains information regarding benefits.
5. Responds to questions.
6. Solves problems that are conventional; refers complex problems to the Director.
7. Takes messages and refers calls and questions to appropriate individuals or resources.
8. Distributes information and forms to employees.
9. Updates information to correct employee status.
10. Assists in scheduling screening tests as indicated.
11. Assists in processing separations from employment.

ESSENTIAL FUNCTION: Hiring Processes. Facilitates the hiring process by assisting with job postings, job applications, and establishing employment eligibility.

1. Assists in composing and posting vacancy notices.
2. Interacts with the general public to respond to inquiries regarding jobs and vacancies.
3. Assists in completing job applications.
4. Assists in administering pre-employment job-related tests.
5. Receives and reviews applications for employment.
6. Maintains employee files and documents.
7. Assists in scheduling interviews; participates in interview processes as requested.
8. Assists in establishing eligibility for employment; checks for references, conducts background checks, and credit reports.
9. Utilizes on-line resources such as E-Verify.
10. Assists in conducting orientation for new employees.
11. Prepares paperwork for approvals.

12. Updates and maintains departmental spreadsheets.

ESSENTIAL FUNCTION: Payroll. Performs payroll duties to process new employees, update and process wages, and document accurate leave balances to ensure accurate payments. Completes processes according to established protocol, accurately, and on time.

1. Sets up new employees in the payroll system to include adding employee's contact information, creating and/or assigning positions and rates of pay, assigning any and all deductions, and inputting direct deposit information.
2. Processes and updates employee contact information changes, such as addresses, phone numbers, etc.
3. Processes and updates employee tax withholding changes, direct deposit changes, and deduction changes such as Long Term Disability (LTD), Short Term Disability(STD), life insurance, health insurance, etc.
4. Processes group changes, such as yearly pay raises, rate changes during open enrollment for health, LTD, STD, voluntary life, and vision.
5. Reviews employee benefits, calculates, and makes changes, if necessary; verifies benefits and appropriate changes to ensure all changes match that of the benefit carrier.
6. Receives, reviews and processes paycheck deductions such as wage garnishments, child support orders, and national medical support notices.
7. Reviews wage garnishment amounts/percentages and compares the percentage to the employee's salary to ensure wage garnishments and child support deductions do not surpass the percentage of the employee's disposable income as allowed by law.
8. Sets up pay codes and deduction codes.
9. Processes any pay rate changes, such as promotions or position changes.
10. Reviews timesheets and compares to payroll reports each pay period to ensure accuracy, completeness, and consistency.
11. Serves as backup person to run payroll process and submit to bank when necessary
12. Assists HR Director in resolving payroll discrepancies
13. Prepares reports such as earnings and deduction reports.
14. Produces and submits monthly labor records and statistics.
15. Maintains payroll records.
16. Enters data into the computer.
17. Provides updated data and information to the HR Director.
18. Responds to questions and inquiries.

ESSENTIAL FUNCTION: Administrative and Departmental Functions. Promotes a conducive and coherent work environment by consistently representing the City

in a positive manner, conducting research on laws and practices to ensure compliance, compiling and securing information, and acting as liaison.

1. Represents the City and department in a consistently positive and professional manner.
2. Maintains and updates communications with supervisor regarding emerging information and occurrences.
3. Maintains and secures confidential documents and files.
4. Verifies employment status.
5. Consults with supervisor regarding unusual, challenging, or complex situations or information.
6. Serves as the liaison for provision of benefits and associated providers.
7. Assists in planning and implementing special programs and events for employees, such as providing wellness screening, flu shots, and annual insurance openings.
8. Promotes and notifies employees of events.
9. Performs a full range of clerical tasks to support the department functions, answers and transfers phone call, types and sends communications, enters data into the computer, makes copies, files documents, orders supplies, etc., as requested.
10. Utilizes office electronic equipment, to include a computer.
11. Utilizes spreadsheets and specialized software.
12. Assists in compiling information and data for reports.
13. Conducts research for current HR laws and practices.
14. Cross-trains to assist in other offices as needed.
15. Participates in training programs and meetings.
16. Participates in special City-sponsored programs and initiatives.
17. Maintains confidential records and information.
18. Updates employee information in the Human Resources Information System (HRIS).
19. Drives to run errands, and to deliver or pick up supplies.
20. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City rules, regulations, policies and procedures.
2. *Knowledge of the locations of City properties and important locations.
3. *General knowledge of federal and state laws associated with and impacting human resources and personnel functions of municipalities.
4. *General knowledge of federal and state wage and hour laws.
5. Knowledge of modern administrative office practices, procedures, and equipment.
6. Reading skills to comprehend documents, manuals, reports, ordinances, directives, procedures and instructions.

7. Verbal skills to communicate effectively with broad and diverse individuals including the general public, insurance companies, and department directors/reports.
8. Writing skills to compose letters and documents, and clearly and neatly complete reports, forms, and records using correct English, grammar, and punctuation.
9. Math skills to accurately perform calculations necessary to verify payroll, leave balances, and benefits.
10. Skills to appropriately use office electronic equipment such as multi-line phones, fax machines and copiers.
11. Skills to use computers and specialized software, including proficiency in Excel spreadsheets.
12. Ability to use computers and other methods to conduct research.
13. Ability to maintain confidential information.
14. Ability to consistently represent the City in a positive, professional manner.
15. Ability to establish and work according to priorities; ability to perform work accurately, with attention to detail, and within time constraints.
16. Ability to plan, organize, coordinate and carry out work.
17. Ability to secure confidential files.
18. Ability to maintain confidential information.
19. Ability to solve general, conventional problems.
20. Ability to work effectively with others to accomplish established goals and projects.
21. Ability to attend meetings and training programs.
22. Ability to drive.

Minimum Qualifications

1. Possess an associate's degree in office or business management, or in personnel management from an accredited college.
2. Five (5) years of work experience in a professional office setting; professional HR or personnel work experience is strongly preferred.
3. Experience working in a municipality, general public, or in a service capacity is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
4. Possess a current and valid driver's license; and be insurable.
5. Ability to pass a pre-employment background check.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date