



WORKING TITLE: HUMAN RESOURCES ASSISTANT	CLASSIFICATION: HUMAN RESOURCES ASSISTANT
DEPARTMENT: ADMINISTRATION	DIVISION: HUMAN RESOURCES
PAY RANGE: NBYCM 12	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: DECEMBER 2018

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs confidential administrative and clerical support to Human Resource (HR) operations. This position conducts all criminal records and background checks as required by DHS for certain positions within HHS. Assists the HR Manager in functional areas including records retention, file maintenance, utilization of the Human Resources Information Systems (HRIS), employee relations, and organizational development. Participates in coordination of activities, projects and ongoing maintenance of organized, efficient systems, which support HR functions. Provides internal and external customer service.

SUPERVISION RECEIVED:

Work is performed with independent judgment under supervision of the HR Manager.

SUPERVISION EXERCISED:

Supervision is not a requirement for this classification. May provide leadership to interns.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

Background Checks- This position is responsible for the processing of all HHS employee background checks that are required by DHS and the Background Check Unit. This requires an understanding of the program rules, and ability to effectively liaison with internal and external stakeholders. Employee must be able obtain and maintain qualification as a Qualified Entity Designee “QED” in order to process the background checks of any relevant Subject Individual “SI”.

Human Resources Development- Participates in developing HR goals, objectives, and systems. Supports HR projects and team activities. Prepares and maintains periodic and routine reports to support the HR function. Participates in and attends related meetings and seminars as necessary.

Employment- Prepares paperwork required for new hires and establishment of personnel file. Maintains and updates personnel records in compliance with applicable legal requirements, and according to records retention laws. Utilizes the HRIS database to maintain information and generates scheduled or requested reports. Periodically audits the database to ensure accuracy of information. Assists the HR Manager and HR Specialist in the development and updating of the Human Resources section of the County Intranet.

Employee Relations- May provide feedback regarding the development of new personnel policies and procedures. Assists with filing or preparation of state and federal compliance reports. May assist with acquiring and providing data for salary or compensation surveys.

Benefits Administration- Assists with annual open enrollment period, benefits fair, flu shot clinics, and annual HR functions as they relate to benefits administration. This position also acts as a liaison to benefit providers to request resources and materials as they relate to benefits administration.

Organization Development- Participates in committees, as required, to provide HR support and provide service to employees. Makes recommendation to the HR Manager for system or process improvements.

Assumes other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- State and federal employment laws and/or the source of information.
- DHS Background Check Unit program rules and regulations.
- Office procedures and alphabetical filing.
- Confidentiality rules, especially those specific to the HR function.
- Related document retention schedules.

SKILL IN:

- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Communicating orally and in writing, including demonstrated skill in reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Basic Mathematics, sufficient to perform simple calculations.
- Interpreting data, e.g., charts, graphs, ratios and percentages.
- Adapting to change.

ABILITY TO:

- Display high degree of judgment, discretion and confidentiality.
- Effectively deal with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general, while projecting a professional image through in-person and telephone interaction.
- Perform administrative tasks via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, Outlook and Publisher.
- Collect data.
- Manage multiple priorities and work accurately in a fast-paced environment.
- Operate and succeed within a team.

- Attain and maintain designation as a Qualified Entity Designee (QED) for the purpose of conducting criminal records checks of prospective and current employees.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High school diploma (or equivalent) and two or more years' related experience demonstrating ability to maintain operational integrity, support department projects, and provide administrative support to a manager or department required. Training and experience with Microsoft Suite required. Experience in a human resource environment and supporting HR functions highly preferred. Any combination of experience and training which provides evidence of the ability to perform the duties will be considered.

SPECIAL REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Ability to achieve and maintain designation as a Qualified Entity Designee through the State of Oregon Department of Human Services Background Check Unit for the purpose of conducting criminal background checks.

Successful completion of related background check(s).

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs

and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.