

MAJOR FUNCTION

This is an entry level administrative work involving a comprehensive array of human resource programs, systems and functions. An employee in this class is assigned responsibility for designated activities associated with one or more functional areas of the Human Resources Workforce Development Department. The employee is expected to work with supervision in carrying out designated responsibilities and varied assignments with detailed instructions. Work is subject to review by an administrative superior through reports, conferences, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assist with specialized administrative tasks including reviewing job applications from prospective employees, supporting training, development and employee engagement activities, supporting benefits and other human resource support activities, managing and overseeing records, and generating reports. Maintains accurate and up-to-date human resource files, records, and documentation. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management. Maintains the integrity and confidentiality of human resource files and records. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately. Provides clerical support to the HR department. Conducts or assists with new hire orientation. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, and employee recognition events.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the designated assigned area, including industry-wide accepted methods, laws, practices, and regulations. Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy. Ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations. Ability to work independently. Ability to present facts and recommendations effectively orally and in writing. Ability to make public presentations. Ability to establish and maintain effective working relationships. Skill in prioritizing work assignments. Skill in the operation and use of associated databases, software programs and peripherals that are necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma and one year of office experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established 04-10-23