CITY OF GRENADA

Starting Annual Salary
Grade 3
Human Resources Assistant

JOB DESCRIPTION
Human Resources Assistant

NATURE OF WORK

The Human Resources Assistant is a full-time, permanent and salaried position. The principal function of this position is to perform technical and complex administrative tasks in support of the Human Resources Department while maintaining confidentiality. The work is performed under the direct supervision of the City Clerk, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this position is able to assist other employees involved in administrative functions or related departments as assigned by the City Clerk. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with the City Clerk and other departments and City employees, State and Federal Officials and the public. The principal duties of this position are performed in a general office environment.

PURPOSE OF POSITION

The principal function of this position is to perform technical and complex administrative tasks in support of the Human Resources Department while maintaining confidentiality.

ILLUSTRATIVE EXAMPLES OF WORK

First point of contact for the Human Resources Department and will include the following:

* Responds to citizens and employees in a courteous and timely manner
* Maintenance and data entry for the Human Resources Information system
* Health Insurance enrollments/Health Insurance Monthly Billing report reconciliation.
* COBRA procedures and notifications
* Life Insurance enrollments/updates/changes. Deferred Compensation enrollment/updates/changes.
* AFLAC supplemental insurance enrollment/updates/changes.
* Random Drug testing process/notifications/documentation.

* State of Mississippi Workers' Compensation/DOL Report of Occupational injury forms processing and record keeping.
* Hiring process packets/advertising/tracking/copying/documentation/records retention
* I-9Verification/record keeping.
* Evaluation notifications/tracking.
* Harassment and Discrimination prevention training.
* Packet presentation and brief orientation for new Temporary Employees.
* Staffing Table daily update.
* Personnel Changes report daily update.
* Employee documentation - daily records filing and record retention schedule
* Provides technical assistance, coordination and support to the City Clerk.
* Responds to employees' requests for information or clarification.
* Maintain compliance with applicable federal and state laws, and maintain municipal benefits and workers' compensation information data;
* Assists in maintaining confidential records for all compliance related issues and maintaining personnel files.
* Processes HR Billing;
* Communicates and coordinates issues with appropriate others to maximize the effectiveness and efficiency of operations and activities of the Human Resources office.
* Prepares and/or assists in the preparation of letters, memos, reports, forms, and other related documents as requested.
* All of these duties require a high degree of confidentiality and discretion.
* Performs other related duties as assigned.

DESIRABLE KNOWLEDGE. ABILITIES AND SKILLS

The following are a representative sample of the KAS's necessary to perform essential duties of the position:

* Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.
* Ability to utilize and analyze and provide reports from the information in the HR system Thorough knowledge of electronic filing systems, software programs, computers, office procedures and equipment required;
* Knowledge of the current practices and procedures involved in Human Resources and the City of Grenada operations;
* Ability to deal with a wide range of issues and persons, including situations in which individuals may be upset over some issue involving the City activities or policies;

* Ability in math to add, subtract, multiply, divide and derive percentages;
* Ability in writing to prepare correspondences according to standard business practices;
* Ability to accurately type materials at a reasonable rate of speed, 50 wpm preferred;
* Ability to learn City of Grenada policies and Departmental rules, procedures, objectives and human resource practices including hiring and termination of employees and objectives;
* Ability to understand and follow oral and/or written policies, procedures and instructions;
* Ability to prepare accurate and reliable reports containing findings and recommendations;

DESIRABLE EDUCATION, EXPERIENCE OR LICENSURE

* Minimum Associates Degree or equivalent, and four years of increasingly responsible and complex administrative experience; Bachelor's Degree preferred.
* Considerable (3 years) Human Resources experience.
* Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.
* Possession of, or ability to obtain, a valid driver's license issued by the State of Mississippi.