

Title: HR Assistant
PG: 40
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Human Resources

Class Code: 5021
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible, specialized work in the area of human resources administration. An employee in this classification performs work in support of human resources professionals in the department. Assignments may include assisting in different types of special projects in addition to performing regularly established tasks. A high degree of initiative, professionalism, independent judgment and accuracy is required within the framework of established policies. Work is reviewed by a supervisor through conferences, reports and observation of results achieved.

ESSENTIAL FUNCTIONS - ALL:

1. Remains current on state and federal employment laws and guidelines.
2. Assists in the preparation, editing and interpretation of policies and procedures.
3. Assists in the development, monitoring and administration of a variety of human resource related plans, programs and systems.
4. Uses various computer programs to analyze and/or present information in the forms of tables, reports and/or diagrams
5. Assists in implementing People Soft Human Resource Management System modules.
6. Assists in performing research and analysis in preparation for a variety of human resource related initiatives.
7. Prepares correspondence and maintains detailed documentation.
8. Recommends policies for the department and the City utilizing a sound knowledge of City requirements, the City charter and City ordinance provisions.
9. Confers with employees and provides various information concerning personnel policies and procedures.
10. Participates in various work projects and prepares reports concerning them upon completion.
11. Serves as a member of the PeopleSoft automation team to assist with upgrades and provides training to timekeepers on data entry into HRIS system.

ESSENTIAL FUNCTIONS – Employment:

1. Counsels potential employees concerning employment opportunities with the City and assists current employees in regard to promotional opportunities and career development.
2. Advises employees and the public regarding policies, rules, regulations and provision concerning the Civil Service Act.
3. Reviews applications in order to make recommendations for acceptance or rejection and rate training and experience qualifications according to established procedures and standards.
4. Assist in coordinating and participates in the recruitment effort at high schools, colleges, technical schools and a variety of community events.
5. Acts as coordinator of summer employment program involving the City and non-local agencies.
6. Enters information into PeopleSoft system to process all new hire paperwork, leave of absence, family medical leave, transfers, promotions, dismissals/resignations, name changes, suspensions, demotions, tuition reimbursement and other related HRIS actions.
7. Maintains position management for all departmental classifications.
8. Assists with the processing of personnel requisitions, request for changes of employee status, and other related personnel actions. Processes official employment certification lists.
9. Participates in recruitment program activities by assisting in preparation of employment opportunity notices, update the City's website, Outlook folder and telephone hotline. Represents the City at various job fairs and related functions.

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ESSENTIAL FUNCTIONS – Testing and Assessment:

1. Schedules, administers and scores written and computer based examinations and assists with Assessment Center and performance test administration and scoring. Prepares test results correspondence and distributes to applicants. Answers applicant questions regarding testing, application and certification procedures.
2. Meets with Testing Services professionals, subject matter experts, supervisors and managers regarding test development and revisions.
3. Keyboards new written tests and revisions to current written tests and proofreads/edits test material.
4. Maintains electronic and hardcopy files relating to testing activities, prepares documents for records retention, retrieves archived data/information, maintains confidentiality and security of test materials and results
5. Researches and prepares preliminary data/information for job analysis projects and assists with the preparation of job analysis documents.
6. Recommends required equipment and resources needed to conduct department activities and maintains office and testing supplies.
7. Knowledge of test scoring procedures and equipment.
8. Knowledge of application and certification process.
9. Compiles and organizes data as it relates to applicant records, statistics and information for reporting and tracking purposes. Maintains requisition database in Access to generate certification reports for the Civil Service Board review and approval.

ESSENTIAL FUNCTIONS – Employee Engagement:

1. Performs various administrative and professional duties in programs such as the Employee Suggestion Awards, Employee Assistance Program and various leisure activity programs.
2. Designs, plans, coordinates and participates in a variety of Citywide community events.
3. Conducts on-boarding and out-boarding activities to include new employee orientation and exit interviews.
4. Works with managers and other City employees to design, plan, coordinate and implement employee retention strategies.

ESSENTIAL FUNCTIONS – Policy and Union Relations:

1. Counsels employees on policy, personnel and union issues.
2. Performs research and conducts analysis in preparation for collective bargaining and interprets data for effective use in and during negotiations.
3. Assists in the processing of employee grievances and disciplinary actions, including complaint analysis, arbitration and mediation.
4. Assists in the preparation and editing of personnel policies and various in-house employee communications.

ADDITIONAL RESPONSIBILITIES:

1. May be required to work a flexible schedule, including nights and weekends to accomplish required tasks.
2. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern office practices, procedures and various computer hardware and software including PeopleSoft and any program that may be more specific in nature for the designed area (i.e., photo shop edition, Quattro, MS Office Suite, L&R etc.,)
2. Ability to establish and maintain effective working relations with co-workers, other City employees and the general public.
3. Ability to work independently and to understand and carry out complex written and oral instructions.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to plan, organize and coordinate assigned projects.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to no significant environmental hazards however, in the testing division the job may risk exposure to dust, pollen, bright/dim light, extreme weather conditions, fumes and loud noises when conducting performance test or observations. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Sixty (60) credit hours with major course work in human resources, business administration, public administration or a related field. Associates degree preferred.
2. Four (4) years of progressively responsible assignments relative to human resource administration.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid State of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.