



CLASSIFICATION NO. 086
Established: 1/93
Revised: 12/07, 12/25
FLSA: Non-Exempt
EEO: 5

HUMAN RESOURCES ASSISTANT

CLASS CHARACTERISTICS

Under general supervision, to perform assignments in human resources administration of a routine paraprofessional, technical and administrative nature; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Human Resources provides human resources services to all County departments, including recruitment and selection, HR policy administration, employee and labor relations, classification, compensation and pay equity, organizational development, employee engagement and development, employee wellness and benefits administration, risk management, workers' compensation, liability and casualty claims management, and human resources information systems.

The Human Resources Assistant provides administrative and routine human resources paraprofessional support to professional staff and assist with routine tasks in one or more of the specialized human resources functions typically around the gathering and compiling data. Incumbents receive, prepare, record, organize and maintain administrative and human resources administration records, documents, forms, letters, logs and files. Human Resources Assistants are typically deployed from the Human Resources Department's centralized administrative unit for tasks and projects that assist the Department's various specialized human resources functional areas. Some positions are directly incorporated into a specialized human resources functional area such as for Recruitment and Selection, and Benefits Administration.

The Human Resources Assistant differs from the Human Resources Specialist which performs routine professional and technical human resources assignments within one of the Department's specialized human resources functional areas. It also differs from administrative/office support classifications which perform administrative support activities according to generally established guidelines, regulations or instruction but not of a human resources paraprofessional nature.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Processes routine and recurrent information from various human resources administration and program forms; prepares and/or reviews documents for accuracy, completeness and compliance with County policies, department procedures and contract provisions; refers policy questions and unusual or complex issues to higher level staff; performs data entry and retrieval in County's human resources information system (HRIS) and other databases; maintains confidential employee files and records.

2. Acts as customer service point of contact to receive and respond to routine inquiries from county departments, employees, applicants, representatives of other agencies or service providers, and the public; provides routine human resources administration information such as salary and employment histories, salary grades, classification descriptions, County benefit programs, fiscal data and other routine information; explains department procedures and resolves procedural problems; assists county departments, employees and the public with the accurate completion of employment or benefits related forms and applications; ensures necessary forms are completed and received.
3. Creates and maintains internal HR tracking/monitoring spreadsheets and databases in support of various specialized human resources functional areas; compiles, organizes and reviews data; verifies facts and resolves discrepancies; provides statistical summaries; prepares regular and periodic reports to assist higher level staff in the evaluation of operations and services or for documenting compliance; prepares initial findings for higher level staff.
4. Supports professional staff in confidential employee, labor relations, and other HR related meetings; takes notes, and documents discussions, recommendations, decisions, and actions; gathers requested documents for use in meetings; schedules meetings with relevant parties.
5. Assists with communications and website content; proofs and corrects communications and notifications; prepares communications as directed; monitors communications and website content for information that needs to be updated and raises this to higher level staff; coordinates website content updates to ensure accurate and compliant communications; prepares and distributes routine information regarding department programs and processes.
6. Provides administrative support to financial operations of department; reconciles routine bills, statements, and Purchasing credit card (P-card) statement transactions ; makes adjustments in employee records as needed; processes vouchers and interfunds; validates invoice and billing information to existing contracts; verifies and pays department bills; enters budget data in OpenGov; performs routine monitoring and/or prepares reports for others to monitor status of departmental, division or program budget and expenditures; identifies and researches discrepancies, and communicates with staff in HR and other departments to resolve discrepancies; prepares budget adjustments as directed; gathers data as directed for annual audits and budget development; creates, maintains and runs queries to assist staff in bill reconciliation; maintains office supply inventory.
7. Prepares professional services and other contracts from templates; monitors renewal dates and other key data; consults with higher level staff on the initiation or renewal of contracts through the Procurement Division; maintains and updates department contracts database and monitors contract renewal reports to ensure contract terms remain timely.
8. Supports department's training, outreach and other events; performs basic set-up/tear-down; compiles information packets, communicates with attendees, staffs tables, etc.; schedules meetings and conference rooms for department staff.

Duties also include, within HR functional area - Recruitment and Selection:

9. Under direction of higher level R&S staff, performs various hiring activities; prepares applicant correspondence and reports; uploads applicant information into databases; utilizes recruitment database to run queries; processes employment and recruitment forms, and reviews documents for completeness; acts as liaison for advertising and printing matters; proofs, corrects, and prepares advertisements placed on websites or in media.

Duties also include, within HR functional area - Benefits Administration:

10. Performs routine, day-to-day program administration for the County's benefits operations; assists in preparing, coordinating and presenting employee benefit orientation/onboarding; updates and revises training materials; compiles and performs basic calculations on program measurements and metrics; prepares, records and maintains benefit and leave related documents and other records.
11. Provides administrative support and coordination for Benefits Review Committee meetings; creates and manages scheduling; working with other staff, creates agenda; updates project documentation and tracking; drafts or distributes meeting and project-specific documents; coordinates with outside facilitators and presenters; takes and prepares committee meeting minutes.

Duties also include, within HR functional area – Risk and Safety Management:

12. Provides administrative and transactional support for various Risk programs including Worker's Compensation, Claims Management, Safety Management, Unemployment, and Driving; performs claims set-up, document management including closed files, assists with creating and editing forms, compiles reports, enters data and assists in maintaining the Risk Management Information System (RMIS) database and other databases; reviews medical bills for accuracy and coordination of payments; updates and maintains physical capacity test master spreadsheet for new, archived and/or edited classifications/jobs; updates database for DMV monitoring for county's driving program; assists in maintaining county-wide drug and alcohol tracking log, reporting out results and auditing forms for compliance.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic research techniques, procedures and methods; principles and techniques of record keeping; basic English composition, spelling and grammar; office practices, procedures and techniques; navigation of human resource information software; word processing and spreadsheet software; math, including basic statistical calculations; techniques of customer service; basic research techniques and procedures.

Some knowledge of: Basic principles and practices of human resources administration; federal, state and local statutes, regulations, rules, policies and procedures, duties and responsibilities as relevant to work performed for HR functional area(s).

Skill to: Comprehend and utilize complex forms, documents, and technical language; interpret and apply relevant provisions of applicable laws and policies; communicate effectively, both orally and in writing; establish and maintain effective working relationships with HR staff, other County employees and officials, representatives of outside agencies, vendors, and the public; apply basic calculations to research and administrative assignments; collect, compile, organize

and summarize data; operate office equipment, including personal computers and software applications.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

The HR Assistant positions within Risk and Safety Management and HR Administration require driving.

Edited: 3/17