

# City and Borough Sitka, Alaska

## Class Specification

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Class Title</b>         | <b>Human Resources Assistant</b> |
| <b>Class Code Number</b>   | <b>1045</b>                      |
| <b>FLSA Designation</b>    | <b>Non-Exempt - Confidential</b> |
| <b>Pay Grade and Range</b> | <b>27</b>                        |
| <b>Effective Date</b>      | July 2014                        |

### General Statement of Duties

Provides complex administrative services and technical assistance to the Human Resources Director. Maintains confidentiality.

### Distinguishing Features of the Class

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

### Examples of Essential Work (Illustrative Only)

- First point of contact for the Human Resources Department. Responds to citizens and employees in a courteous and timely manner;
- Maintenance and data entry for the Human Resources Information system (HRIS - Currently PeopleTrak)
- Health Insurance enrollments / Health Insurance Monthly Billing report reconciliation.
- COBRA procedures and notifications
- State of Alaska Supplemental Benefits System enrollments/updates/changes.
- Life Insurance enrollments/updates/changes.
- Great West Deferred Compensation enrollment/updates/changes.
- ICMA Deferred Compensation enrollment/updates/changes.
- AFLAC supplemental insurance enrollment/updates/changes.
- Random Drug testing process/notifications/documentation.
- State of Alaska Workers' Compensation/DOL Report of Occupational injury forms processing and record keeping.
- Hiring process packets/advertising/tracking/copying/documentation/records retention.

- Update of Human Resources information on the website (with IS Dept.) including address list and emails.
- I-9/EEO filing/record keeping.
- Anniversaries notifications/tracking.
- Evaluation notifications/tracking.
- Harassment and Discrimination prevention training tracking.
- 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 Human Resources Director.
- 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 in HRIS system;
- Assists in maintaining confidential records for all compliance related issues and maintaining personnel files, HRIS system, and website content.
- 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.

#### **Required Knowledge, Skills and Abilities**

- 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 an HRIS 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 City and Borough operations;
- Ability to deal with a wide range of issues and persons, including situations in which individuals may be upset over some issue involving City and Borough 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 and Borough 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;

#### **Acceptable Experience and Training**

- Minimum Associates Degree or equivalent, and four years of increasingly responsible and complex administrative experience; Bachelor's Degree preferred.
- PHR certification 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.

**Required Special Qualifications**

- Excellent verbal and written communication skills, including the ability to make public presentations, prepare correspondence, and organize special events such as holiday parties, meetings, presentations, and applicant interviews.
- Ability to maintain confidentiality.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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