

CITY OF BELLINGHAM

CLASSIFICATION SPECIFICATION

CLASS TITLE: HUMAN RESOURCES ASSISTANT

UNION:E-PLAN

DEPARTMENT: Human Resources

SG:6

CS:N

FLSA:Y

EEO4CODE:PP

NATURE OF WORK:

Performs advanced paraprofessional, technical and clerical tasks in support of the City's Human Resources Department. Provides information to clients and explains policies, rules and regulations applicable to Human Resources functional areas.

Examples of paraprofessional or technical responsibilities typically assigned include, but are not limited to: interpreting rules and policies to direct payroll actions; explaining human resource policies, procedures, and programs to employees, managers, the public, and others; providing technical assistance to support professional Human Resources staff members; providing guidance to others in registering or applying for human resource programs, completing requests for personnel actions, benefits, etc.; providing training or orientation in area of responsibility; maintaining confidential records and generating reports.

DISTINGUISHING CHARACTERISTICS:

This classification series is distinguished from other series by its emphasis on work requiring paraprofessional knowledge and expertise in Human Resources. It is distinguished from the HR Generalist by the difference in type of assignment and decision-making authority. Typically, Generalists have client assignments; Assistants do not have client assignments. Assistants typically complete background preparation, but do not directly influence decision-making with customers. For example, an Assistant may deliver the information where a Generalist or HR Analyst has made the decision.

SUPERVISORY RELATIONSHIPS:

The Human Resources Assistant reports to the HR Analyst. Works under general supervision and the guidance of applicable federal and state employment regulations, Civil Service rules, collective bargaining agreements, and City and departmental policies and procedures. May receive work assignments and technical guidance from professional staff. May provide oversight and daily direction to lower classified staff, interns, volunteers, extra labor or temporary employees.

ESSENTIAL FUNCTIONS:

1. Responds to inquiries and provides information about human resources rules, policies, regulations, procedures and processes within functional area(s) such as recruitment/selection, employment examination requirements, benefits eligibility criteria and program offerings, classification, compensation and/or leave rules and procedures. Presents new employee orientation to employees.

2. Receives, reviews, maintains and ensures the accuracy and completeness of, human resource data, documents and records such as leave and salary records and employee data forms. Compiles data and prepares reports, statistics and statistical summaries, narrative summaries or graphic representations of data.
3. Assists departmental staff in administering a variety of functions such as employment examinations; job announcements and advertisements; presentations at job fairs and other outreach activities; employee training and orientation; responding to and disseminating salary surveys; open enrollment for benefits; and, scheduling and coordinating staff development activities.
4. Performs data entry and retrieves data from Human Resources Information System (HRIS) or other computerized recordkeeping systems, including updating Human Resources and employment web pages.
5. Composes, edits, formats/transcribes correspondence and spreadsheets. Composes and publishes minutes for commissions and staff meetings. Performs clerical assignments from the professional staff.
6. Schedules and arranges meetings, employment examinations and interviews; coordinates travel arrangements.
7. Assists in gathering documents necessary to fulfill requests for public records from employees or members of the public, as directed by the Human Resources Records Officer or City Records Officer; provides or verifies public information requested as directed.
8. Compiles program and project information and prepares narrative and statistical reports that include determining the best way to obtain and organize information. Prepares and organizes grant requests and monitors financial compliance.
9. Performs executive secretarial duties such as development and preparation of notes, correspondence, reminders and directives. Acts as confidential assistant to the Director. Handles confidential and sensitive materials and screens for significance and immediacy of response.
10. Responsible for departmental records system. Develops and maintains the office filing system. Sends and retrieves archival materials. Maintains accurate records of contracts and other important documents, routing for signatures as required.
11. Prepares budget document and monitors and records budget expenditures which includes: gathering and compiling budget information; estimating the needs and costs for supplies and equipment; processing invoices, purchase orders, claims and reimbursements for payment; researching information needed for purchase requisitions; determining areas of potential over or under expenditures; reconciling vendor accounts and initiating adjusting journal entries.

ADDITIONAL WORK PERFORMED:

1. Receives and directs visitors and telephone calls to Human Resources Department
2. Assists in developing internal office procedures.

3. May act as central receptionist for City Hall.
5. May assist with time administration, as needed.
6. Performs other related duties of a similar nature or level.

KNOWLEDGE AND SKILLS:

Skills:

- Effective oral and written communications skills;
- Excellent skills with standard office software applications for word processing, spreadsheets, databases, presentation, updating web pages, calendars, and proof reading;

Knowledge:

- Working knowledge of principles and practices of human resources;
- Working knowledge of basic math;
- Working knowledge of computerized accounting, ;
- Some knowledge of federal, state and local program-related codes and regulations, policies and procedures.

Ability to:

- Interact with the public and co-workers using courtesy, tact and good judgment;
- Establish and maintain effective working relationships with employees, government agencies and the public;
- Multi-task with attention to detail;
- Maintain confidentiality;
- Solve problems using good judgment;
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
 - hearing acuity and verbal ability sufficient to communicate using a telephone or in person;
 - dexterity and near distance visual perception sufficient to operate office equipment, design documents and web pages and handle files and paperwork; and,
 - lift and transport 10-25 lbs. occasionally; up to 40lbs infrequently.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting at a computer work station with long periods of sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma required. Associate or bachelor degree in human resources, business administration or related field highly desired; Professional in Human Resources (PHR) certification preferred.

- Three years of office experience including at least six months of experience in a human resources or related setting. Experience using a Human Resources Information System (HRIS) and data bases preferred.

Or:

- In place of the above requirements, the incumbent may possess a combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

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12/09

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