



# HUMAN RESOURCES ASSISTANT

---

**DEPARTMENT:** Human Resources

**# OF HOURS:** Full-Time, 40 hrs

**REPORTS TO:** Human Resources Director

**PAYRATE:** D.O.E.

**CLASSIFICATION:** Non-Exempt

---

## **POSITION PROFILE:**

Under the direction of the Human Resources Director, the Human Resources Assistant will proactively perform daily departmental responsibilities including, but not limited to: administering of pre-screening, processing, hiring and onboarding of new employees, workers compensation, safety programs, new hire orientation, performance management, HRIS administration, assistance with recruitment and benefits (during high volume recruitment and open enrollment), communicating effectively at different levels of the organization, and assisting with training and other Human Resources related tasks. This position demonstrates a high-level of integrity, customer service to our employees and vendors. Compiles data to ensure compliance of contracts (i.e., fingerprints, TB, First Aide, CPR, etc.).

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Schedule and conduct contingent offer meetings for new hires; Administer pre-employment, which includes setting up and managing screening processes, ensuring all screenings are favorable, and candidate has all applicable requirements specific to the position (i.e., copy of degree, licenses, etc.); Process Terminations.
- Coordinate interviews for Child & Youth Development program; Work with CYD program and Community Care Licensing to ensure Contract employees are in compliance.
- Conduct new hire orientation for agency; Use evaluations and/or surveys to continue to structure orientation to meet the needs of the employees and agency.
- Administer workers compensation claims; Coordinate applicable actions with workers compensation administrator, employee, and employee's supervisor; Partner with Human Resources Director if employee is off work for more than 3 days so Manager can establish if a protected leave of absence is required as well.
- Maintain and audit I-9 monthly; Keep tracking system and process reports on ongoing basis for compliance and newsletter (i.e., birthdates, fingerprint, TB, DT, Education, CPR, First Aid, Health Screens, trainings) and other required certificates.
- Act as Safety Officer, which includes responding to safety concerns reported by employees and annual safety evaluations for each of our satellite sites; Periodic ergonomic evaluations and recommendations.
- Coordinate the performance management/evaluation process; Notify supervisors when evaluations are due and track and input evaluations into HRIS system.
- Perform other duties as assigned by the Human Resources Director.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree and/or at least 2 years training in human resources; or equivalent combination of education and experience.



# HUMAN RESOURCES ASSISTANT

- Experience with HRIS system preferred.
- Human Resources Certification is preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge of California Government, Federal, State and local laws (i.e., COBRA, FLSA, EEO, OSHA, Workers Comp, ADA and HIPPA).
- Excellent interpersonal, organizational and time management skills.
- Possess strong customer focus.
- Sensitivity awareness working with a diverse workforce is a must.
- Attention to detail, and follow through skills are essential.
- Good organizational skills and the ability to handle multiple activities with changing priorities simultaneously.
- Ability to read and interpret documents, policies and procedures and think creatively when problem solving.
- Be able to take projects to completion upon agreeing that they will be done.
- Ability to apply common sense and carry out instructions furnished in written, oral, or diagram form.
- Able to investigate complaints or concerns and partner with HR Director and agency Managers to get it resolved and interface with all levels within the organization.
- Demonstrated ability to maintain information in confidence.

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally stop, kneel, crouch, and crawl as well as lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all*

*responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*



# **HUMAN RESOURCES ASSISTANT**