

HUMAN RESOURCES ASSISTANT Pulaski County

Department: Human Resources

Reports to: Human Resources Director

Supervision Exercised: None

Supervision Received: Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non- exempt, Full Time

Work Hours: Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evenings, holiday and weekend work may be required.

ESSENTIAL FUNCTIONS: The Human Resources assistant is responsible for with the administration of the day-to-day operations of the human resources department. The HR assistant carries out various responsibilities as detailed below. Physical presence on the job is required.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Assists with training and development programs
- Assists with employee wellness programs
- May assist with employee onboarding
- Inventories and orders supplies
- Prepares PO's and invoices for payment
- Greets and interviews visitors for 2nd floor staff
- Maintains Employee Self Service program and assists employees with password changes
- Reconciles vendor invoices as well as health, dental and vision plans
- Assists with maintaining personnel and HR records and documents per the Virginia Records Retention Policy
- Scans personnel information into electronic files
- Prepares job advertisements, posts and maintains job sites and participates in recruitment efforts
- Updates and ensures all job descriptions are accurate
- Manages all job applications by sending to appropriate supervisors and saving to electronic files
- Schedules job interviews and coordinates staff schedules
- Prepares interview packets

- Assists in the development and updating of the Human Resources section of the Pulaski County website
- Prepares monthly employee newsletter

ADA REQUIREMENTS: This work is sedentary and requires little to no exertion of force, work regularly requires sitting and speaking or hearing and occasionally requires standing, walking, using hands and standard vision, vocal communication. Work has no exposure to environmental conditions. Ability to lift up to 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Detail orientated, ability to follow complex instructions and analyze data
- Ability to work independently and be proactive in departmental needs
- Must possess excellent oral and written communication skills
- Ability to work various schedules as requested and attend webinars, workshops and pursue other opportunities to promote efficiency, teamwork and growth
- Excellent interpersonal skills
- Ability to apply accounting principles and logical thinking to collect data, define principles and make determinations for problem solving
- General knowledge of employment laws and practices
- Knowledge of human resource benefits and application of personnel practices

EDUCATION AND EXPERIENCE:

- Any combination of education and experience equivalent to graduation from High School. An Associate's Degree in Business Management is preferred.
- Proficient in Microsoft Office
- Experience with various human resource laws, rules and functions
- Experience with various payroll laws, rules and functions

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of the ever changing HR and payroll laws, rules and regulations
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job

duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____

(Please print)

Employee Signature

Date