

## HUMAN RESOURCE ASSISTANT

**Status:** Union

**Function:** The Human Resource Assistant assists the Director of Human Resources in the management of employment records, payroll and benefits, and orientation activities for the employees of the Fall River Housing Authority. The Human Resource Assistant assists and performs independent functions requiring the application of expertise relating to human resources, personnel, and/or payroll as well as other tasks typical of the clerk job classification. The Human Resource Assistant must follow established and standardized procedures in accomplishing confidential time sensitive tasks. Careful judgment must be exercised in administering procedures and policies.

**Supervision:** The Human Resource Assistant reports directly to, and is reviewed by, the Director of Human Resources. Direction may also be given by the Asset Management Accounting Supervisor and Director of Finance.

### **Essential Job Duties:**

- Compiles and maintains employee personnel files and other confidential information.
- Records and tracks employee information, such as personal data, compensation, benefits, attendance, contact information, etc.
- Updates employee files to document personnel actions such as promotions, temporary assignments, etc. and provides information for payroll and other uses.
- Processes employment applications, schedules all pre-employment activities, processes new hires into payroll application software and assists in other employment activities.
- Coordinates new hire orientation and disseminates information regarding employee benefits; informs employees of policies and procedures; responds to a variety of personnel and payroll questions.
- Processes employee retirements and terminations.
- Prepares daily call in list as well as monthly reports on sick leave, WOP and other personnel related indicators.
- Examines employee files to answer inquiries and provides information to authorized persons.
- Assists in hiring activities by posting job opportunities, scheduling interviews, screening applicant information to verify eligibility, checking references, requesting required background checks, and ensuring that appointments made are in compliance with State law.
- Assists in coordinating timekeeping activities, reviews leave balances for accuracy, reviews and monitors annual, sick, personal and FMLA leave usage; and assists with compensatory time and annual leave payouts.

- Assists in coordinating activities with the Finance and Payroll Department.
- Ensures the accurate and timely preparation and processing of a variety of payroll and personnel transactions and related documents.
- Enters position information into payroll system; performs position maintenance; and updates organizational charts.
- Collects initial injury reports for work-related accidents and submits workers' compensation claims.
- Compiles and maintains records for use in employee benefits administration.
- Assists the General Counsel in documenting and filing insurance claims.
- Conducts Sick Bank Leave open enrollment for new members semi-annually and tracks participants, balances, and hours and creates reports for the SLB Committee and Administration.
- Performs the duties as the FRHA's Group Insurance Commission (GIC) coordinator.
- Conducts GIC open enrollment and status changes.
- Reconciles GIC invoices and submits for payment.
- Works with the Fall River Retirement Board on updates and changes for current employees and retirees.

### **Secondary Job Duties:**

- Performs other related duties as assigned. May assist with coverage in the absence of Receptionist and provide backup duties for Accounting Clerks.

### **Performance Criteria:**

This position will be evaluated on the ability to provide timely actions in meeting the personnel needs of the FRHA including but not limited to employee orientation, payroll and benefits, and the ability to handle all personnel related material in the most safe, secure, and confidential manner. Ability to work well with co-workers and staff is required.

### **Qualifications and Skills:**

- Basic typing skills and ability to utilize office equipment.
- Ability to work with and maintain a filing system in a safe, secure, and confidential environment at all times.
- Ability to perform work under time pressure.
- Ability to understand and follow oral and written instructions.
- Basic knowledge of administrative procedures.
- Ability to comprehend work directions from others.
- Good communication skills.

- Knowledge of basic office computer software including Microsoft Word, Excel, and internet/e-mail systems.

**Physical Demands:**

SEDENTARY (requires lifting 10 lbs., carrying small objects)	<u>  X  </u>
LIGHT (requires lifting 20 lbs., with frequent carrying of up to 20 lbs.)	<u>      </u>
MEDIUM (requires lifting 50 lbs., with frequent carrying of up to 25 lbs.)	<u>      </u>
HEAVY (requires lifting 100 lbs., with frequent carrying of up to 50 lbs.)	<u>      </u>
VERY HEAVY (requires lifting over 100 lbs., such as moving furniture)	<u>      </u>

CODES: C = Continuously, F = Frequently, O = Occasionally, and R = Rarely

A. Standing	<u>  F  </u>	H. Reaching	<u>  O  </u>	O. Crawling	<u>  R  </u>
B. Sitting	<u>  F  </u>	I. Handling	<u>  F  </u>	P. Bending	<u>  O  </u>
C. Walking	<u>  F  </u>	J. Fine Dexterity	<u>  F  </u>	Q. Twisting	<u>  O  </u>
D. Lifting	<u>  R  </u>	K. Kneeling	<u>  O  </u>	R. Climbing	<u>  O  </u>
E. Carrying	<u>  R  </u>	L. Crouching	<u>  O  </u>	S. Balancing	<u>  R  </u>
F. Pushing/Pulling	<u>  R  </u>	M. Foot Controls	<u>  O  </u>	T. Vision	<u>  C  </u>
G. Hearing	<u>  C  </u>	N. Talking	<u>  F  </u>	U. Other	<u>      </u>

**Experience and Education:**

The nature of this class of work strongly suggests prior clerical experience in a moderately large organization with knowledge of office practices, office equipment, Excel, Word, and computer payroll software such as, ADP or Paycheck; and

A High School education with at least ten years of relevant work experience dealing with all aspects of human resources/personnel; or

An Associates Degree with at least five years of relevant work experience dealing with all aspects of human resources/personnel; or

A Bachelor's Degree with at least three years of relevant work experience dealing with all aspects of human resources/personnel;

Requires possession of a valid driver's license and own vehicle.

**Salary:**

The salary for this position is determined in accordance with FRHA's annual budget as approved by the FRHA Board of Commissioners. Suggested salary range is \$35,215 – \$49,548.