

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: HUMAN RESOURCE ASSISTANT

GENERAL FUNCTION:

Under general supervision, this confidential position performs a variety of administrative duties in support of the Human Resources Department, including assisting in the recruitment process, benefits program, various personnel studies and reports, and documenting HIPAA information.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

- 1) Contribute to a positive work environment.
- 2) Assists in the administration of the City personnel system which includes recruitment and selection and salary and benefit administration.
- 3) Processes personnel action forms, verifying accuracy of documentation.
- 4) Maintains the personnel software database.
- 5) Provides personnel database reports as requested.
- 6) Prepares and distributes position vacancy announcements. Uploads information to City Website. May create for review and approval, vacancy advertisements to newspapers, websites and periodicals.
- 7) May respond to questions about benefit information from employees as well as assisting the employee in using the H.R. kiosk.
- 8) May be required to collect new hire paperwork including confidential information covered under HIPAA.
- 9) Following state archiving process and procedures, position is responsible for purging/archiving Human Resource records.
- 10) Responds to salary and benefit surveys with dependability and accuracy.
- 11) Under the general supervision of the HR Generalist, provides information relating to the interpretation of personnel policies and procedures and union contracts.
- 12) Assists in the coordination of programs such as: trainings, orientations, benefit fairs and other activities.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) High school diploma or GED with a minimum of five years office experience. (Preferably in a municipal office setting.) Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. Must have the ability to work with a variety of software, including Microsoft office products.
- ii) General knowledge of laws and administrative policies governing municipal practices and procedures. Some knowledge of public sector labor law and personnel administration a plus.
- iii) Requires the successful use of good interpersonal skills to interact with co-workers, peers, management staff and the general public. Ability to communicate effectively orally and in writing. Ability to use sound judgment when formulating ideas and providing input to decisions regarding personnel matters and administrative issues. Ability to accomplish assigned administrative tasks with a minimum of supervision. Ability to work within a dynamic environment.

2) Supervision:

Received: Works under the direction of the Human Resources Generalist, and will work closely with the Human Resources Director on matters of department-wide significance.

Exercised: None

3) Communication:

Provides excellent communication and customer service both internally and externally. Frequent communication with other agencies regarding personnel practices and policies. Required to handle sensitive and confidential information related to employee issues/concerns and HIPAA. Must represent the City at all times in a patient, positive and convincing manner.

4) Cognitive Functions:

Work is governed by City policies and State and Federal mandates.

5) Working Conditions:

This position routinely works normal business hours, but may be required to attend night meetings. Most work time is spent in an office environment.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.