



## Town of Oro Valley Classification Description

Title: **HUMAN RESOURCES ASSISTANT**

Job Code: 1630

FLSA Status: Non-Exempt

Department: Human Resources

Salary Grade: 107

### **POSITION SUMMARY:**

Under close supervision provides human resources administrative support services to internal employees and external customers by answering questions, providing information, conducting research in a timely manner and assisting in the coordination of the Town's human resources programs. The primary areas of responsibility include FMLA, ADA, Unemployment Insurance, personnel files, and data entry into the HRIS system (MUNIS).

### **ESSENTIAL JOB FUNCTIONS:**

- A. Provides information to the general public and employees regarding Human Resources programs.
- B. Assists with personnel recruitments, training and compensation, administering employee benefits programs, FMLA and worker's compensation plans.
- C. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- D. Establishes and maintains electronic and paper filing and organizational systems for the human resources office, including compliance with retention and destruction regulations.
- E. Communicates human resources information through preparation and distribution of memos, emails, newsletters and flyers.
- F. Receives, routes, and distributes mail, responds to documents and correspondence both incoming and outgoing for the department.
- G. Prepares, collates, copies and distributes a variety of documents, training and development materials, reports, correspondence, forms, and open enrollment materials.
- H. Assists with special events, activities, meetings, coordinating schedules for multiple attendees and other department functions as needed.
- I. May be tasked to prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons while exercising care in the handling of sensitive and confidential employee information.
- J. Coordinates department's supply and office needs.
- K. Facilitates employee programs, communicating available information to employees.
- L. Process, verify, and maintain personnel related documentation, including grievances, performance evaluations, classifications, and employee leaves of absence.

- M. Explains company personnel policies, benefits, and procedures to employees or job applicants.
- N. Experience with Microsoft Office Suite, Microsoft Outlook, Document Management Software, Human Resources Software (NEOGOV), HRIS software (MUNIS).
- O. May serve as the PSPRS Local Board Secretary by developing agendas, attending meetings, and recording/transcribing minutes in accordance with open meeting laws.
- P. Performing routine administrative tasks such as maintaining files and processing paperwork.
- Q. Responsible for development and maintenance of the Human Resources website and InsideOV.
- R. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of office practices and procedures.
- Knowledge of human resources programs and functions.
- Knowledge of laws and regulations pertaining to Human Resources.
- Knowledge of customer service techniques and concepts.
- Knowledge of personal computer hardware and software.
- Skill in verbal and written communication.
- Skill in organizing, prioritizing and time management.
- Skill in establishing and maintaining effective working relationships.
- Skill in composing memos, emails, letters, documents and reports.
- Maintains strict confidentiality.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent, with some college or technical school course work in the study of Human Resources Management and minimum of three years of job-related experience in a human resource department; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

**PREFERED QUALIFICATIONS:**

- Associate degree in Human Resources Management or a closely related field. SHRM Certified Professional (SHRM-CP) or certification through the Human Resources Certification Institute (HRCI) as a Professional in Human Resources (PHR).

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.