



## JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Human Resources Assistant	Human Resources	Human Resources Director
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

<b>POSITION SUMMARY</b>
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The Human Resources Assistant is responsible for various Human Resources functions. This includes a variety of responsibilities such as: administrative functions, recruiting, onboarding, record maintenance, and this position provides clerical support to the HR Department.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>
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The essential functions include, but are not limited to the following:

- Educate and communicate company personnel policies and procedures to newly hired and current employees
- Onboards newly hired employees to include: employee handbook overview, employment documents, and benefit enrollment
- Create and maintain complete and confidential files on each employee. Process, verify and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations and classifications
- Assist with company benefit administration to include enrollment forms, plan questions, claims resolution, and open enrollment
- Respond to applicant inquires in-person, over the phone and via email
- Process and review employment applications to evaluate qualifications and eligibility of applicants
- Respond to various information requests from governmental agencies, such as Unemployment, in a timely manner
- Record and maintain data for each employee, including such information as: addresses, absences, supervisory reports on performance, change of statuses, and dates of and reasons for terminations
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate level HR staff
- Maintains the integrity and confidentiality of human resource files and records
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately under HR Director’s guidance
- Provides clerical support to the HR department
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings
- Performing other duties as assigned
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## MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or Equivalent Required, Associate's degree emphasizing Business or Human Resources strongly preferred.
- Ability to work independently with little supervision required.
- Ability to remain calm while working under pressure in a busy environment.
- Proficiency in MS, databases and HRIS systems.
- Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work interdepartmentally.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

## NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*Mid-Columbia Children's Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children's Council is an equal opportunity Provider*

### ***Reviewed with Employee By:***

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Received By:***

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_