

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Human Resources Assistant	BAND/LEVEL:	Admin II
DEPARTMENT:	Human Resources	JOB NO:	4190
DIVISION:	Employee Relations & Safety	DATE:	12/16/2015
REPORTS TO:	Manager, Human Resources	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 191

REPLACES: Human Resources Assistant

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Provides administrative support in one or more of the following areas: Safety & Loss Prevention, Employment, Employee Relations, and Equal Employment Opportunity (EEO). Assists employees with HR-related questions, assists in interpreting human resources policies and procedures, and performs miscellaneous duties as needed. Compiles data, prepares reports and forms, and processes various personnel actions.

DUTIES AND RESPONSIBILITIES:

Safety & Loss Prevention

1. Assists with case management on Workers' Compensation Claims. Maintains and updates HRIS files regarding occupational injuries and illnesses, vehicular incidents and associated points, and determination of preventable vs. non-preventable. Prepares and submits Kansas "First Report of Injury" to Third Party Administrator for submission to the State of Kansas Division of Workers' Compensation.
2. Provides administrative support for safety-related training. Schedules dates and classroom, assists with preparing agendas and communicates via email and OPNet to attendees, coordinates arrangement with vendors, processes charges and invoices, and prepares training log. Ensures that all training materials such as handouts, audio/video materials, evaluation forms, and booklets are prepared for each course.
3. Prepares journal entries to reconcile bank statements, weekly and monthly check registers, and allocation of workers' compensation expenses back to individual departments. Reconciles Workers' Compensation account to check register.
4. Assists with alternate work site evaluations of Telecommuting Program; coordination of ergonomic evaluations; City's Safety Awards Program; and Mid-year Safety Event.
5. Performs those tasks necessary as a Breath Alcohol Technician (BAT). Performs random, follow-up, reasonable-suspicion, post-accident, and return-to-work tests as needed. Performs instrumental calibrations, maintains log, and assures usability of the Evidentiary Breath Tester (EBT). Assists with coordinating random drug testing with the City's occupational health provider. Submits drug and alcohol test results to the Department of Transportation upon request.
6. Attends all Safety Council meetings. Types and disseminates minutes and other pertinent information for the Safety Council.
7. Conducts monthly Motor Vehicle Reports for Drivers of City-Owned Vehicles and prepares a report of the findings. Records updated information for "Safety Sensitive Positions" and "Drivers of City-Owned Vehicles" into HRIS.
8. Updates Bulletin Boards to ensure compliance with State workers' compensation laws and City policy.
9. Provides front desk coverage to include greeting customers, answering phones, and providing customer service.
10. Serves as Co-coordinator for the City's United Way Program.
11. Serves Ex-Officio member of the Activities and Recreation Committee.
12. Coordinates the City-wide Blood Drive.

13. May participate in special projects and performs special assignments as needed.

Employee Relations

1. Serves as customer service representative for the Employee Relations & Safety Division.
2. Performs clerical and technical duties related to processing applications and resumes. Enters data in the Human Resources Information System (HRIS). Maintains recruitment and applicant files, logs, and records. Copies applications/resumes and prepares listing of available applicants.
3. Maintains records of advertising media and other recruiting sources of qualified applicants through appropriate contacts. Contacts print and non-print media (newspapers, trade magazines, Internet) and other recruiting sources to place employment advertisements. Uses the City-issued credit card to place ads. Monitors accurate placement, obtains proof of ad, and validates invoices for monthly reconciliation.
4. Schedules applicants for interviews and pre-employment physical and drug screens. Contacts designated physicians and medical facilities to coordinate applicant appointments. Prepares appropriate forms and maintains related logs, records, and reports.
5. Maintains the weekly Job Opportunities notifications.
6. Coordinates, schedules, and administers clerical applicant skill tests. Prepares and delivers employee identification cards. Types and prints identification cards and ensures accuracy of data. Operates photo equipment and coordinates needed repairs of equipment.
7. Processes Personnel Action Requests for new hires and volunteers. Inputs data (employee personal information, compensation, and related employment information) into the Human Resources Information System (HRIS).
8. Prepares employee packets for orientation. May conduct new employee orientations.
9. Assists in the coordination of off-site recruiting (e.g., job and career fairs, schools, and professional groups). Prepares materials and maintains supplies.
10. Provides administrative support to Manager, Human Resources. Types, copies and distributes letters (confirmation of job offer and disposition letters) and correspondence and prepares routine and complex reports as needed.
11. Inputs background investigations and verifies driving records, criminal convictions, and sex offender records for volunteers, current employees, and selected candidates.
12. Assists with coordinating the Black History Month and other displays.
13. Coordinates the service award program. Maintains related records and files.
14. Updates Bulletin Boards to ensure compliance with applicable Federal and State laws.
15. Processes unemployment claims in a timely manner.
16. May participate in special projects and performs special assignments as needed.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associates degree in business administration or a related field of study or an equivalent combination of formal education and work experience.

Safety: Must become certified as a Breath Alcohol Technician within twelve months of employment.

EXPERIENCE:

Two years of administrative office experience in human resources or an equivalent level of experience.

SKILLS:

1. Good oral communication skills
2. Phone skills
3. Basic math
4. Good listening skills
5. Must have a working knowledge of windows-based word-processing and spreadsheet software applications.
6. Manual dexterity
7. Reading
8. Independent judgement
9. Must be flexible and adaptive to the work environment and assignments
10. Data entry

MENTAL REQUIREMENTS:

1. Ability to recognize and protect confidential information
2. Logical reasoning; sound judgement; and the ability to deal with sensitive situations in a tactful, empathetic manner
3. Ability to learn and understand PC software applications
4. Ability to organize file and effectively retrieve data
5. Ability to work in a hectic environment with many interruptions
6. Ability to meet specific deadlines
7. Concentration
8. Alpha and numeric recognition
9. Ability to read and comprehend City and federal policies and regulations

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Hand and eye coordination adequate to input computer, operate typewriter, adding machine, copier and fax machine
3. Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen
4. Ability to sit and be attentive for extended periods of time
5. Ability to lift 20 pounds and transport 10 feet

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.