

# CITY OF MILWAUKIE

## **CLASSIFICATION: HUMAN RESOURCES ASSISTANT**

Department: Human Resources/Administration  
Location: City Hall  
EEO Category: 2- Professional

Grade Number: 10(20)

FLSA: Non-exempt

Union: Management, Supervisory, Confidential Group

## **DESCRIPTION:**

Performs administrative and technical duties associated with Human Resources and provides administrative support to the City Manager. These responsibilities include work with employee recruitment, employee selection, benefits and workers compensation administration, maintenance of personnel records and employee information, the City's classification plan and provides reception duties for the City Administrator's office.

This position works under the supervision of the Human Resources Director.

## **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1) With guidance from the Director of Human Resources, administers recruitment activities including: arranges and assembles all specialized examination materials; coordinating logistics of recruitment and selection process, maintaining recruitment and selection statistics, certifying eligibility of applicants and creating eligibility register.
- 2) Provides information to City employees concerning employee benefits and workers compensation and other policies.
- 3) Communicates directly with insurance carriers to resolve questions concerning employee benefits and workers compensation.
- 4) Performs receptionist duties for administrative offices including assisting the public and employees on the telephone and in person; responds to public inquiries in a courteous manner; provides information on departmental and City policies and procedures as required or collects information regarding more complex inquiries and refers to appropriate person for follow-up as necessary.
- 5) Maintains personnel records and administers the processing of forms in compliance with City policies and State and Federal laws. Provides and administers documents for processing personnel actions, employee benefits and workers compensation.
- 6) Compiles and tabulates information for special research projects and maintains statistical data for EEO and Affirmative Action filing. Develops and maintains databases for tracking departmental and program information.
- 7) Responds to requests for salary surveys and gathers data for salary surveys.
- 8) Assists and acts in a confidential capacity to the Human Resources Director and staff in the area of collective bargaining and grievance administration.

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- 9) Works closely with Payroll to verify payroll accruals, sick leave, absences and other necessary records. Receives and verifies payroll checks and distributes them to departments.
- 10) Provides administrative support to the City Manager and Director of Human Resources. Coordinates the office operations developing office procedures.
- 11) Requisitions and monitors supply inventories.
- 12) Maintains time reports and posting and maintaining budgets including processing payables.
- 13) Performs a variety of data entry functions including maintaining employee data on the City's HRIS system; proofreads data for accuracy and completeness.
- 14) Supports the training, wellness and recognition activities by announcing courses and maintaining training rosters. May develop and coordinate activities for these programs.
- 15) Conducts new employee orientation and ensures proper completion of required forms and maintains identification badge system.
- 16) Serves as facilities coordinator for building.
- 17) Maintains positive public relations with customers and is responsive to customer needs.
- 18) Develops safe work habits and contributes to the safety of self, co-workers and the general public.
- 19) Performs other duties as required.

**JOB SPECIFICATIONS:**

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

**1. Job Preparation:**

**a) Education:**

- i) Associates degree or completion of certification program from an accredited college or university with a focus on Human Resources; or
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) Two (2) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) General knowledge accepted practices of employee recruitment and selection.
- ii) Knowledge of human resources related State and Federal law.
- iii) Thorough knowledge of office practices, procedures and equipment.
- iv) Knowledge of standard business English composition, spelling, grammar and punctuation.
- v) Skill to organize and maintain a centralized personnel records system.
- vi) Ability to administer the employee related insurance including worker compensation, medical insurance and other components of employee benefit packages.
- vii) Ability to respond to basic employee questions regarding personnel policies and procedures.
- viii) Ability to create documents in Word, Excel, Access and other job specific operating systems.
- ix) Ability to gather and analyze information and determine appropriate action.

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- x) Ability to maintain filing and record keeping systems.
- xi) Ability to prepare narrative and statistical reports, correspondence, and records.
- xii) Ability to maintain confidentiality of information.
- xiii) Ability to learn, apply, and explain the City and departmental policies and procedures.
- xiv) Ability to work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- xv) Ability to greet the public and respond to inquiries both in person and via the telephone.
- xvi) Ability to establish and maintain effective working relationships.
- xvii) Ability to work as a team member.
- xviii) Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Must be able to pass the department's security clearance standards including review of driving record.
- b) Either be a notary or be able to receive notary certification within six (6) months of hire.

**4. Tools and Equipment Used:**

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

**5. Supervision:**

- a) This position does not provide supervision to any other staff.
- b) Operates under the direction and supervision of the Human Resources Director and City Manager.

**6. Communications:**

- a) Has frequent communications with employees and benefits providers.
- b) The communications are generally confidential in nature. Have access to confidential materials and communications.

**7. Cognitive Functions:**

- a) Work is performed under the general direction of the Human Resources Director and the City Manager. Policies exist for direction. Person in this classification may determine own procedures where none exist or to improve efficiencies.
- b) Most problems are only moderately complex with precedent available. An incumbent has significant control over the planning and performance of the work.

**8. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed mostly in office setting.

**9. Resource Accountability:**

- a) Limited resources accountability. Has purchasing responsibility for office supplies and may

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make other purchasing recommendations.

*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.*

Drafted:  
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