

HOUSING AUTHORITY of the **COUNTY OF MONTEREY**

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

DEFINITION/PURPOSE:

Perform specialized work in the administration of Human Resources services, such as recruiting, payroll administration, orientation, tracking leave, and risk management, and other specialized administrative functions as may be assigned.

DISTINGUISHING CHARACTERISTICS:

This classification provides support to the Authority's Human Resources Department by providing the administrative skills necessary to implement various elements of the Human Resources program. This classification is responsible for the conduct of the recruiting, testing, selection, orientation, assisting in the risk management program, and creating and maintaining the Authority's personnel and related filing systems.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision and general direction from the Human Resources Manager.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, organize and undertake timely requested personnel recruitment for all Authority Departments. Prepare job flyers, place advertisements in newspapers, professional journals and other media. Work closely with department managers in developing a candidate pool for their open positions. Make appropriate distribution of job announcements to other agencies.
- Screen applicants for all positions. Schedule and coordinate all oral interviews. Send notices of invitation, arrange for oral interview panels, prepare oral interview rating results. Administer or coordinate testing. Establish eligibility lists and notify candidates of placement on eligibility lists.
- Schedule and administer testing for all Authority positions. Schedule candidate physical, audio and drug testing examinations.
- Conduct reference checks, DMV checks, send requests for background investigations, and coordinate with private background investigators.
- Compose letters offering Authority employment and transmit pre-employment information and materials. Send letters to unsuccessful applicants.
- Conduct new employee orientations. Explain Personnel Rules and Regulations, and benefits to all employees. Issue identification cards and security badges to new employees. Prepare personnel action forms.

- Coordinate and administer enrollment of eligible employees in the authority-offered benefit programs.
- Accurately maintain benefits data via vendor website as needed to keep employee enrollment current.
- Provide employee benefit orientation to new employees, outlining program availability, scope, and interrelations. Prepare orientation packets. Respond to employee inquiries concerning benefits and pursues issues with carriers.
- Assist the Human Resources Manager in developing statistical data for use in the Authority's labor relations process and for the negotiating team as required.
- Assist the Human Resources Manager in the administration of the Authority's risk management program. Receive and prepare various Workers' Compensation (WC) documents and develop WC histories of various departments. Collect and record Authority Workers' Compensation data for Authority Safety Committee and state reporting purposes.
- Assure that probationary reviews are conducted in a timely manner and that related increases are approved. Assure that annual reviews are performed and that merit increases are awarded in compliance with Authority policy.
- Conduct periodic surveys of salaries and benefits of competitive employers within appropriate labor markets as assigned. Assist consultants contracted to develop survey data.
- Prepare and respond to a variety of additional federal and state reports and employment verification requests. Verify state unemployment and disability insurance claims.
- Verify employment and respond to unemployment and state disability notices on behalf of the Authority. Prepare requests for information from other agencies (e.g. DMV pull notices, local agency checks, etc.).
- Enter and retrieve data and prepare reports from an online or personal computer system, following established formats. Prepare and update a variety of reports, which may require the use of arithmetic calculations.
- As backup to Human Resources Manager, enter data into payroll system to assure accurate biweekly payroll and proof results and transmit payroll data on a biweekly basis as directed by Human Resources Manager.
- Pull data from payroll system and prepare reports for Human Resources Manager review.
- Establish and ensure proper maintenance of Authority personnel, Workers' Compensation, FMLA, confidential medical, immigration (I-9) records and office files. Research and compile periodic reports from such information for the Human Resources Manager.
- Maintain regular and consistent attendance.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – The use of personal computers and various Windows-based applications programs. Terminology used in personnel administration. Human Resources recruitment and selection procedures, and application of basic salary administration practices. Risk management concepts and practices. Correct use of oral and written English, spelling, punctuation, and

composition. Basic record keeping principles and practices. The operation of standard office equipment.

Skilled in - Reading, interpreting, and applying written procedures, policies, and codes. Performing detailed work. Organizing and maintaining accurate records and files. Preparing clear and concise reports. Organizing and maintaining records and filing systems. Establishing and maintaining effective working relationships with those contacted in the course of work. Communicating tactfully and effectively with employees, the public, and other agencies. Prioritizing work and coordinating several activities. Using initiative and making sound judgments within procedural parameters and established guidelines. Following oral and written instructions. Using standard office equipment.

Ability to – Communicate clearly and concisely in oral and written English. Read, understand, and apply established Authority and departmental policies, procedures, practices, and regulations. Follow oral and written instructions. Deal with employees and the public under a variety of circumstances. Work independently on concurrent multiple projects. Operate standard office equipment, a personal computer and related equipment and programs, including spreadsheet and word processing programs.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the Authority.

Physical Abilities and Work Environment – The employee must be able to sit for lengthy periods of time in an indoor environment. Use keyboard equipment for lengthy periods of time.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work from the Department of Homeland Security.

- Be insurable by the Housing Authority's insurance carriers.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four (4) years of increasingly responsible experience in an administrative support role. Direct Human Resources experience is desirable. Payroll experience is a plus.

Education – bachelor's degree preferred or equivalent with job experience in HR, business. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

Revised: 02/26/2018