**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

**JOB TITLE:** **Human Resources Assistant** **E-PLAN SG:E1-7**

**DEPARTMENT:** **Human Resources** **CS:N FLSA:Y EEO4CODE:PP**

## JOB SUMMARY:

Performs advanced paraprofessional, technical and administrative tasks in support of the City's Human Resources Department. Provides general information and facilitates access to human resources services. Interprets and explains existing human resource policies, procedures, and programs to employees, managers and the public. Delivers training or orientation in areas of responsibility. Maintains confidential records and generates reports. Provides technical and administrative assistance in support of professional Human Resources staff.

## SUPERVISORY RELATIONSHIPS:

The Human Resources Assistant reports to a Human Resources Manager. Works under general supervision and the guidance of applicable federal and state employment regulations, Civil Service rules, collective bargaining agreements, and City and departmental policies and procedures. May receive work assignments and technical guidance from professional staff. May provide oversight and daily direction to lower classified staff, interns, volunteers, extra labor or temporary employees.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Responds to inquiries and provides information about human resources rules, policies, regulations, procedures and processes within assigned functional area(s) such as recruitment/selection, benefits, classification, compensation and/or leave rules and procedures. Presents new employee orientation to employees.

2. Receives, reviews, maintains and ensures the accuracy and completeness of human resource data, documents and records. Compiles data and prepares reports, statistics and statistical summaries, narrative summaries or graphic representations of data.

3. Assists departmental staff in administering a variety of functions such as employment examinations; job announcements and advertisements; presentations at job fairs and other outreach activities; employee training and orientation; responding to and disseminating salary surveys; open enrollment for benefits; and coordination of staff development activities.

4. Performs data entry and retrieves data from Human Resources Information System (HRIS) or other computerized recordkeeping systems, including updating Human Resources and employment web pages.

5. Composes, edits, formats/transcribes correspondence, agenda, notes and spreadsheets. Composes and publishes minutes for commissions and staff meetings. Performs administrative assignments in support of professional staff.

6. Schedules and arranges meetings, employment examinations and interviews; coordinates travel arrangements.

7. Assists in gathering documents necessary to fulfill requests for public records from employees or members of the public, as directed by the Human Resources Records Officer or City Records Officer; provides or verifies public information requested as directed.

8. Compiles program and project information and prepares narrative and statistical reports that include determining the best way to obtain and organize information. Prepares and organizes grant requests and monitors financial compliance.

9. Responsible for departmental records systems. Develops and maintains office filing systems. Sends and retrieves archival materials. Maintains accurate records of contracts and other important documents, routing for signatures as required.

10. Prepares budget document and monitors and records budget expenditures which includes: gathering and compiling budget information; estimating the needs and costs for supplies and equipment; processing invoices, purchase orders, claims and reimbursements for payment; researching information needed for purchase requisitions; determining potential areas over or under expenditures; reconciling vendor accounts and initiating adjusting journal entries.

## ADDITIONAL WORK PERFORMED:

1. Receives and directs visitors and telephone calls to Human Resources Department.

2. Processes incoming and outgoing mail for the department.

3. Assists in developing internal office procedures.

4. May assist with time administration, as needed.

5. Performs other related duties of a similar nature or level.

## PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Working knowledge of principles and practices of human resources;
- Working knowledge of basic math;
- Working knowledge of computerized accounting,
- Some knowledge of federal, state and local program-related codes and regulations, policies and procedures.

Skill in:
- Effective oral and written communications skills;
- Excellent skills with standard office software applications for word processing, spreadsheets, databases, presentation, updating web pages, calendars, and proof reading;

Ability to:
- Interact with the public and co-workers using courtesy, tact and appropriate judgment;
- Establish and maintain effective working relationships with employees, government agencies and the public;

- Multi-task with attention to detail;
- Maintain confidentiality;
- Solve problems using appropriate judgment;
- Exercise discretion and protect privileged or confidential information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with city employees and the public;
  - Occasionally move between work sites;
  - Occasionally lift and carry objects weighing up to 25 pounds.

**WORKING ENVIRONMENT:**

Work is performed primarily in an office setting at a computer workstation with long periods of sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. This is a sedentary position with minimal physical exertion requirements.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma required. Associate or bachelor's degree in Human Resources, business administration or related field highly desired; Professional in Human Resources (PHR) certification preferred.
- Three years of office experience including at least six months of experience in a human resources or related setting. Experience using a Human Resources Information System (HRIS) and data bases preferred.
- In place of the above requirements, the incumbent may possess a combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

**NECESSARY SPECIAL REQUIREMENTS**:

- Employment contingent upon passing a criminal background check.

**PREPARED BY:** L. Klemanski
K. Luxtrum
12/09

**REVIEWED BY:**_____
Elizabeth Monahan, Director
Human Resources

**REVISED BY:** L. Klemanski
K. Luxtrum
6/2012
A.Sullivan
9/2022