

City of Newberg Position Description

Class Title:	Human Resources Assistant	Range:	153
Department:	Human Resources	FLSA Status:	Non-Exempt
Division:	Administration	Date:	July 2016

GENERAL PURPOSE

Performs a variety of professional, technical and analytical work involved in the implementation of human resource services to City departments, other agencies, and the general public. Participates in a variety of studies; collects, monitors, and analyzes data. Monitors compliance with pertinent federal, state, and local laws, regulations, and ordinances. Required to maintain confidential and sensitive information.

SUPERVISION RECEIVED

Works under the supervision of the Human Resources Director.

SUPERVISORY RESPONSIBILITIES

Supervision is not a normal responsibility of this position. May supervise casual or seasonal employees, interns or volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares City recruitments including advertisement, creation of accurate applicant assessment and interview materials, application scoring, facilitating interviews, monitoring and auditing all required paperwork throughout the process.

Designs, develops and updates curriculum for orientation, as necessary; conducts orientations with new employees; prepares employment related paperwork.

Creates and maintains miscellaneous employee information including employee training and personnel records, and city job descriptions.

Organizes and maintains all personnel and workers compensation related files.

Previews, schedules, and/or provides training on City policies, procedures, etc.

Conducts employee annual enrollment for health insurance. Assists employees with questions regarding health insurance, and other benefits offered.

Composes, distributes, receives and analyzes salary and benefit surveys.

Processes worker's compensation claims and prepares annual reporting documents.

Creates various reports, gathers information and assists Human Resources Director with collective bargaining documentation; attends negotiation sessions, if requested.

Assists in direction and implementation of Human Resources programs; provides information, explains processes.

Creates, tracks, and/or maintains program or project records or files in an efficient and functional manner.

Composes correspondence, reports, ordinances, resolutions and other informational material as assigned; schedules appointments and reservations, and travel arrangements.

Administers and monitors program/project budgets and assists Human Resources Director with preparation and monitoring of department budget.

Represents principal official and the City at various local, regional and statewide meetings.

Drives to city facilities, vendors, training programs, and meetings as necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Serves on various City ad-hoc and subcommittees.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles, practices and techniques of business and public administration.
- Specialized knowledge, skills and abilities pertinent to Human Resources.
- Knowledge of the principles, practices and equipment of modern office administration and functions.
- Skill in using listed equipment.
- Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources.
- Ability to speak clearly and persuasively.
- Ability to write clearly and informatively, present numerical data effectively; and, to read and interpret written information.
- Ability to prioritize and plan work activities.
- Ability to reason even when dealing with emotional topics and react well under pressure; ability to recognize and deal with political issues and topics.
- Ability to exercise resourcefulness, tact and perspective in developing solutions and recommending new techniques.
- Ability to build morale and group commitments to goals and objectives.
- Ability to establish and maintain effective working relationships with employees, officials and the general public.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field.

Considerable experience of a progressively responsible nature in work involving human resources, organizational management and operations.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL REQUIREMENTS

Possession of, or the ability to secure possession of, a valid Oregon driver's license.

Possession of, or the ability to secure, professional Human Resources certification.

TOOLS AND EQUIPMENT USED

Personal computer including word processing; database; spreadsheet; email; and various social media applications; HRIS, Internet; Intranet; network-connected copy machine with scanning, faxing, and printing features; various communication devices and a City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of a qualified individual who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. An employee in this classification will require the ability to remain calm in stressful situations; well-developed coping skills are required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. An employee in this classification may encounter upset or disgruntled persons.

The position 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.