

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: HUMAN RESOURCES ASSISTANT

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform complex clerical and administrative duties within the Human Resources Department. The incumbents perform a variety of duties that require considerable independence and initiative. They may establish clerical procedures, priorities and processes for the administration of benefits, recruitment activities and other Human Resources responsibilities. They will maintain confidential files in compliance with applicable legal requirements. Preparation of correspondence and reports often involves composing and researching information for inclusion into documents. May supervise the work of lower level clerical positions. Reports to and serves as assistant to the Human Resources Director.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. They are not to be construed as exclusive or all-inclusive. Not all the listed duties may be required and other duties may be required or assigned.

- Operates a computer for the purpose of entering, retrieving and manipulating data within department information systems and databases. Enters information, queries database for requested information, originates and prints reports from databases. Reviews information to ensure accuracy and completion; and analyzes data for the purpose of preparing requested reports and documents.
- Prepares correspondence, memoranda, notices, reports, advertisements, and other documents which may involve developing and/or modifying formats; researching information for incorporation into reports and documents; composing letters and text; and/or designing layout.
- Maintains personnel, medical, identification card and other confidential files in compliance with applicable legal requirements. Keeps employee records up to date by processing status and benefit changes in a timely fashion
- Responds to telephone, e-mail and in person requests for information regarding department's activities and programs.
- Orders office, employee event and other supplies for the department. Verifies benefit insurance and other invoices and maintains information of department expenditures.
- Coordinates Open Season and other employee events arranging schedules and facilities as needed. Maintains benefit enrollments and communicates with benefit providers concerning routine administration of programs.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of office terminology, clerical procedures and practices, and office equipment.
- Considerable knowledge of business arithmetic, English, grammar, and terminology pertinent to the Human Resources department's programs and activities.

HUMAN RESOURCES ASSISTANT

- Considerable knowledge of procedures for entering, retrieving and manipulating data in an automated information systems and programs used by the Human Resources department.
- General knowledge of City and department administrative procedures such as purchasing and accounting.

Physical Requirements:

- Ability to operate a variety of office equipment.

Language Ability & Interpersonal Communications:

- Ability to develop and prepare correspondence, reports, records and other documents.
- Ability to provide and apply department and program policies and procedures for the purpose of responding to inquiries, processing paperwork and preparing correspondence and reports.
- Ability to read manuals, correspondence, general files, policies and procedures for the purpose of assisting employees concerning benefits and other personnel issues.
- Ability to read and follow oral and written instructions.
- Ability to provide courteous assistance to department customers, clients and visitors.

Environmental Adaptability

- Work is performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from high school or equivalent with additional vocational or business courses in secretarial skills; and 3 - 5 years of experience performing administrative support, preferably in a Human Resources office or department; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.