



TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

Position Description HUMAN RESOURCES ASSISTANT

I. Summary:

The Human Resource Assistant is responsible for the administrative support of day-to-day human resource operations.

II. Authority:

Reports to the Director of Administrative Services.

III. Duties and Responsibilities:

- Assists with recruitment activities including revision of job descriptions, maintain recruitment files, place advertisements, providing applicant lists to hiring manager, and conduct reference checks. Also, close out recruitments by providing notice to all candidates.
- Prepares personnel actions for signature.
- Provide new employee orientation.
- Maintains complete, current and confidential personnel files for all employees; these files include all required information, i.e. personnel action, job descriptions and evaluations. Uploads documents the online human resources system and notifies payroll of the actions.
- Assist with annual performance evaluations by working with supervisors and managers to ensure annual performance reviews are conducted for each employee.
- Assist with the Workers Compensation Program by filing claims with the workers compensation insurance; providing necessary information to the insurance; and completing annual OSHA logs.
- Assist employees and supervisors with basic interpretation of the Human Resources Policy and Procedure Manual.
- Responds to reference checks from outside employers and verifications of employment.
- Assist payroll function by gathering necessary documents needed to complete a payroll.
- Provide exit interviews for employees and notification of federal Temporary Continuation of Coverage, COBRA rights and process necessary paperwork for terminations and resignations.
- Assist with benefit administration including entering employee eligibility and termination in various benefit systems and providing billing information to finance for payment.
- Compile employment statistics as needed for reporting.
- Other duties as assigned.

IV. Required Knowledge, Abilities and Skills:

- Ability to maintain accurate, complete and confidential personnel records.
- Ability to use word processing, spreadsheets and database software.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and meet legal requirements for employment documentation.
- Strong organizational skills.
- Ability to maintain confidentiality.

V. Minimum Qualifications:

- High school graduate or equivalent. Two years of office/clerical experience.

VI. Grade Level:

Grade 10

Non-Exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Created (March 2018)