

Intercity Transit
JOB TITLE: Human Resources Assistant - Draft

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Human Resources	DIVISION:	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Human Resources Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B21
SUMMARY: Provides staff assistance, support and research to the Human Resources Department and employees.		
DISTINGUISHING CHARACTERISTICS: Performs specialized support activities for Human Resource Department and Agency. As an Assistant, performs specialized and specific tasks requiring knowledge of administrative and human resources support activities. Work performed is within general parameters.		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Performs various clerical duties for the Human Resources Department, utilizing standard office equipment, to include: distributing mail; making photocopies; performing data entry; preparing mass mailings; typing; and performing word processing.	Weekly 10% (A1)
2.	Prepares general and detailed correspondence, letters, confidential documents, reports, and forms from brief instructions or notes. Establishes and maintains required personnel records, files and forms; and complies with legal records retention schedules. Creates purchase orders, compiles receipts and balances Visa statements for Finance Department	Weekly 10% (A1)
3.	Assists with overall Agency Recognition Program. Track, researches, verifies, and reconciles monthly and quarterly agency milestone recognitions; tracks employee balances, processes and tracks cash outs. Composes employee recognition letters, makes weekly purchases; and bi-annually calculates and notifies employees of balances available. Provides program awareness to new employees.	Weekly 15% (B2)
4.	Assists in claims administration and tracking of all Agency accidents, incidents, employee injuries, and passenger events. Reviews reports, incidents, and related materials and enters data into computer. Develops, verifies, compiles, and records statistical and narrative information for the preparation of reports and records.	Daily 10% (A1)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Serves as Chair of agency Wellness Committee. Schedules and leads monthly wellness meetings. With Director oversight, plans and implements special agency events including annual retreat, wellness fairs, seminars, etc. Maintains annual work plan and oversees monthly events. Develops, coordinates and promotes agency wellness committee programs and activities through employee communications, incentive campaigns and other activities. Represents the Agency at internal and external events. Prepares and executes promotional materials for Wellness and Human Resources programs. Provides program awareness to new employees.	Weekly 15% (B2)
6.	Responds to department, outside agency, employee and public inquiries; provides information within scope of knowledge or refers individual to appropriate staff. Represents the Department on various internal committees.	Daily 5% (A1)
7.	Researches, reviews, process subrogate accident claims and monitors payment of claims. Works with Agency insurance carrier on coordination of claims.	Weekly 10% (B2)
8.	Develops databases, logs and tracking systems to facilitate department operations and programs. Verifies researches and reconciles employee and employer information and data, tracks into various programs for regulatory compliance, i.e. OSHA, Workers Compensation, NTD Safety, and FTA Drug and Alcohol Testing Program. Verifies, compiles, and records statistical and narrative information for preparation of reports and records.	Daily 15% (B2)
9.	Performs special projects, as needed, including data and information collection, preparation of materials and initial analyses and conclusions.	Weekly 5% (B2)
10.	Supports Agency Safety Program; attends safety meetings, records and prepares minutes, reports and agendas; distributes to agency staff and bulletin boards. Assists in periodically updating Safety Boards with other informational materials.	Weekly 5% (A1)
11.	Performs other duties of a similar nature or level.	As Required
12.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Customer service and public relations principles;
- Modern office procedures, methods, and equipment;
- Filing and recordkeeping maintenance policies, practices, and methods;
- Mathematical concepts;
- Word processing methods;
- English language, grammar, and punctuation.
- Rhetorical, oratorical, and grammatical theory and practices;
- Event planning principles;
- Graphic design principles;
- Electronic calendaring;
- Meeting planning practices;
- Applicable Federal, State, and Local laws, rules, and regulations.

Skills (position requirements at entry):

Skill in:

- Prioritizing work and organizing information;
- Maintaining confidentiality;
- Using computers and related software applications;
- Performing routine mathematical calculations;
- Providing customer service;
- Filing and maintaining records;
- Reading and interpreting documents and applying policies, procedures, and guidelines;
- Performing multiple tasks simultaneously;
- Using modern office equipment;
- Designing and maintaining databases;
- Gathering and analyzing data and comparing various sources of information;
- Preparing, writing and editing reports and documents;
- Computing ratios, rates, and percents to draw conclusions and interpret data;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly responsible administrative support experience (some human resources support experience preferred); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

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Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by C.DiRito

Date: 9/20/07 for 2008 Budgeted Position

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 8/16/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised 8/16/2013 due to Executive re-org Aug. 2013. Fulltime HR FTE

Revised 2015/2016: Additional agency programs HR 2013/2014/2015 due to agency re-org .

Additional/revised HR Assistant duties.