

Uintah County

Job Description



Title:	HR Assistant	Code:	417
Division:	Human Resources	Effective Date:	1/09
Department:	Commission	Last Revised:	1/09
FLSA Cat:	Non-Exempt	Pay Grade:	25

GENERAL PURPOSE

Performs a variety of **administrative and complex clerical** duties as needed to assist in the day-to-day maintenance of county-wide human resource programs and processes. Assists to monitor county-wide compliance with established policies and procedures.

SUPERVISION RECEIVED

Works under the general supervision of the County HR Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Initiates labor market recruitments for new and vacant positions; utilizes jobs available network to apprise the market place of job openings; prepares and places advertisements in papers and other media; receives job applications and screens for completeness; reviews applications to determine compliance with minimum qualifications; provides notice to unsuccessful applicants; maintains recruitment files.

Creates and maintains human resource records; maintains files containing applications, resumes, certification documents and related materials; obtains criminal background checks on new employees; provides new employees with job descriptions, policies and appropriate materials; monitors status changes.

Assists to maintain policy manuals; posts policies for review and comment; updates policy manuals to reflect changes; distributes policy changes to departments for review.

Assists the public and employees on a day-to-day basis in the office or on the telephone; responds to questions and provides information regarding personnel practices, policies and procedures.

Orients employees to benefit programs, eligibility and participation requirements; conducts new hire employment orientations to apprise workers of terms and conditions of employment, policies, procedures, opportunities, benefits and privileges; assists employees in selection and enrollment in county provided benefits.

Monitors insurance claims for employees and dependents; verifies eligibility and coordinates monthly payments to insurance providers; advises and assists employees and their families to resolve problems and/or questions relative to personnel policies and procedures, benefits and liability insurance.

Assists county HR Director to develop and implement recognition, training and incentive programs; conducts training for various departments upon request; assists employees to resolve work related problems.

Reviews and investigates worker's compensation claims; monitors number, type and cost of claims; coordinates timely return of worker to the job; prepares reports and submits to State and insurance carrier as required.

Assists in preparing and completing various surveys and reports as required by state and federal agencies in monitoring employment practices and procedures (EEO/AAP).

Coordinates drug testing for the county's selection process and periodic or random drug testing program as required assuring a "drug free workplace".

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with an associate's degree in general studies, personnel administration, public administration or a related field;

AND

B. Two (2) years of experience related to the management of human resources, including but not limited to, recruitment and selection activities, benefit program administration and computer based records management;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; county department operations including applicable laws and regulations; federal and state laws as they apply to personnel management practices; benefit costing procedures; basic computer operation.

Ability to communicate effectively, verbally and in writing; maintain quality work production while dealing with various deadline pressures; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)